



**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, May 1, 2017 AT 9:15 a.m.
AGENDA**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **MINUTES – April 19, 2017**
- IV. **PUBLIC COMMENT TO COMMITTEE**
- V. **COMMUNICATIONS**
- VI. **OLD BUSINESS**
- VII. **NEW BUSINESS**
 - A. F050117VIIA: BOARD COORDINATOR/HUMAN RESOURCE DEPARTMENT – Request that the Board and Organization Development Coordinator be reclassified as a full time Board Coordinator Position and that the Board and Organization Development Coordinator be reclassified as a full time Organizational Development Coordinator in the Human Resources office (voted on at the April 24, 2017 Finance Budget/Subcommittee meeting to combine items for voting purposes) – Attached
 - B. F050117VIIB: CIRCUIT COURT – Request to transfer \$800,000 from the court sub account to the DHHS sub account for expenditures for neglected and abused children in and out of home placement - Attached
 - C. F051117VIIC: GCCARD – Request authorization to create, post and fill one Finance Specialist position – Attached (**ROLL CALL VOTE REQUESTED**)
 - D. F050117VIID: GENESEE VALLEY REGIONAL CENTER – Request to transfer \$37,500 from the 2015-2016 fund balance to the GVRC Building Repairs Line item to use to repave the entrance of parking lot (\$28,500) and to replace a roof top unit (\$9,000) – Attached

E. HEALTH DEPARTMENT

F050117VIIIE1 – Request to establish a new Epidemiologist position in the Family Planning Program – Attached

F050117VIIIE2 – Request to establish a Health Educator position to implement Date to Care for clients living with HIV infection – Attached

F. F050117VIIF: INFORMATION TECHNOLOGY DEPARTMENT – Request realignment, Request to consider changes to four currently approved positions – Attached

G. F050117VIIG: REGISTER OF DEEDS – Request to increase the salary of Chief Deputy to that of former Chief Deputy and for retroactive pay of lost salary and retirement contributions incurred from 11/21/16 to current pay period – 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

Date: April 12, 2017
To: Kim Courts, Chairperson
From: Amy Alexander, Board Coordinator
Re: **Board and Organizational Development Coordinator - Reclassification**

The Board of Commissioners needs have expanded beyond what a part time Coordinator is able to achieve, therefore I am requesting that the current Board and Organizational Development Coordinator be reclassified as a full time Board Coordinator position.

A general fund allocation will be required to cover the additional cost created by creating a full time Board Coordinator Position.

Genesee County

Human Resources and Labor Relations



Moving Genesee County Forward

Date: April 24, 2017

To: Kim Courts, Chairperson

From: Anita Galajda, Director *AG*

Re: Board and Organizational Development Coordinator

I am requesting the Board and Organizational Development Coordinator be reclassified as a full time Organizational Development Coordinator in the Human Resources office.

Human Resources is working to expand and further develop our training and outreach efforts beyond what Amy has been able to accomplish working part time in Human Resources.

The following budget transfer will cover the additional cost created by the full time Organizational Development Coordinator position:

FROM:	To:
Fund 101	Fund 101
Dept 2260	Dept 2260
Unit 2260	Unit 2260
Object 1210	Object 0703
Sub 8022	

1101 Beach St., Flint, MI 48502-1454
Ph: 810 257 3034 Fx: 810 768 7097
www.gc4me.com



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GENESEE COUNTY – CHILDREN’S SERVICES

NICK LYON
DIRECTOR

April 25, 2017

Memorandum

To: Kim Courts, Chairperson
Finance Committee
GCBC

From: Mike Milks
Child Welfare Director
DHHS

Date: 4.25.17

Re: DHHS Sub Account (292.6710)
Genesee County Child Care Fund

Annually the County, the Circuit Court and the local Department of Health and Human Services (DHHS) collaborate on a budget to provide services to delinquent, neglected and abused children. This budget is known as the *Child Care Fund* (CCF).

DHHS administers its own sub account which includes expenditures for neglected and abused children in out of home placement.

We have reviewed our expenditures at the midpoint of the FY and conferred with the Circuit Court on this matter. Collectively, we examined the youth in placement, their funding source and their legal status.

We are requesting a line item transfer in the amount of \$800,000 from the court sub account (292.6610 51580) to the DHHS sub account.

Note: CCF expenses are incurred 100% by the county and reimbursed 50% by the state. The \$800,000 transfer is actually \$400,000 in county funds.

This action will not require an appropriation. The table below demonstrates the accounting of the transfer.

	FY 16/17	FY 16/17	
	Adopted Budget	Revised Budget	Difference
Family Foster Care	\$ 266,305	\$ 366,305	\$ 100,000
Institutional Care	\$ 1,531,399	\$ 2,181,399	\$ 650,000
In Home Care	\$ 15,000	\$ 15,000	\$ -
Independent Living	\$ 175,158	\$ 225,158	\$ 50,000
Totals			\$ 800,000



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

MEMORANDUM

TO: Commissioner Kim Courts, Chairperson
Finance Committee

FROM: Matthew Purcell, Executive Director *MP/SAH*

SUBJECT: Create, Post & Fill Finance Specialist

DATE: April 24, 2017

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
Asst. Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

BACKGROUND:

GCCARD has received additional funding to support the expansion of Early Headstart and Nutrition programs resulting in the need for an additional Finance Specialist position. The addition of this non-union, non-supervisory grade 16, full-time benefit position will strengthen the financial monitoring of all GCCARD programs. All GCCARD positions are fully grant funded and do not require any general fund allocation.

REQUESTED ACTION:

GCCARD request authorization from this Committee to create, post and fill one Finance Specialist position, with a recommendation to the full Board at its next scheduled meeting. **A roll call vote is requested.**

MAP/dc

Attachments



NON - UNION CLASSIFIED EMPLOYEES

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

GRADE 16	Approx. Annual Hourly	Start	After		After		After		After		After		After	
		41,541	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	7th Year	8th Year				
		19,9718	21,5518	23,1315	26,1736	27,0264	27,9102	28,8246	29,7992	30,8043				

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: Finance Specialist

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 funds

Statement of justification for establishment of position: Strengthen financially.

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:

GCCARD FINANCE SPECIALIST

Non-Union / Non-Supervisory Grade 16 – Full Time w/Benefits

GENERAL STATEMENT OF DUTIES: Performs professional budget and accounting tasks for GCCARD; maintains, reviews, analyzes fiscal accounts, records and systems; prepares and assists project directors in the preparation of budgets and financial reports; works under the supervision of the GCCARD Finance Director; performs related duties as required.

STATEMENT OF TASKS:

Prepares, assists in the preparation and maintenance of program budgets;
Prepares, assists in cost allocation/distribution system development and implementation;
Prepares, assists clients with preparation of income tax returns, forms;
Assists in maintaining a system of control to insure that expenditures do not exceed budgetary appropriations;
Assists in the audit of payments to determine propriety;
Assists auditors in reviewing accounts;
Prepares, assists in the preparation of financial statements;
Prepares special reports and projects of a financial nature.

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:

Knowledge of the principles, methods, and practices of professional governmental accounting and budgeting;
Knowledge of Federal Regulations pertaining to Grant Administration;
Knowledge of computer applications;
Ability to perform detailed work involving written and/or numerical data accurately;
Ability to prepare complete and accurate accounting and budget reports;
Ability to maintain good interpersonal relationships.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting,

OR

Two (2) years of college with 21 semester hours in accounting course work and two (2) years of accounting experience.

Date Implemented

Personnel Director

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

GCCARD ADMINISTRATIVE OFFICE

GCCARD
Executive Director
(Matt Purcell)

GCCARD
Advisory Board

GCCARD
Deputy Executive
Director
(Stephanie Howard)

Finance Director
(Vacant)

Advisory Council
Support
(Donita Pikes)

GCCARD Assistant
Director
Dan Newcombe

Finance Specialist
(2 Positions)
(Ihsan Abufarha)

Senior Account Clerk
(Anthony Floyd)

Account Clerk
(Shelly Kline)

Total Positions: 8



Genesee Valley Regional Center

Fred Woelmer, Director
4287 W. Pasadena Ave.
Flint, MI 48504
Phone: (810) 733-3820
Fax: (810) 733-3744

April 17, 2017

TO: Commissioner Mark Young, Chairperson
Financial Committee

From: Fred Woelmer

RE: Request to utilize 2015-16 Fund Balance for parking lot re-paving and
air conditioner replacement

GVRC requests approval to transfer \$37,500 from the 2015-16 fund balance
to the GVRC Building Repairs Line item.

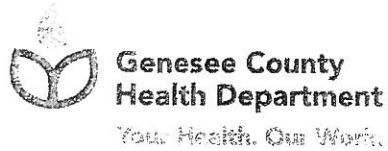
These funds would be used for repaving the entrance area parking lot at
\$28,500 and replacement of a roof top unit at \$9,000.

We originally made this request in the Fall of 2016 and were asked to wait
until the accounting for 2016 was complete to ensure funds were available.
Barb Menear has checked the 2015-16 funds and has confirmed they are
available.

The budget line item for this account is:
Building Repairs 292.00.00.6630.43065.000.

Thank You for your consideration.

Mark Valacak, MPH
Health Officer



Gary K. Johnson, MD, MPH
Medical Director

TO: Commissioner Kim Courts, Chairperson
Finance Budget/ Subcommittee

FROM: MARK Valacak, Health Officer
Genesee County Health Department

DATE: May 22, 2017

SUBJECT: Establish Epidemiology Position

I am requesting approval to establish a new Epidemiologist position in the Family Planning Program. This position will be working with the Primary Care, Family Planning, Sexually Transmitted Diseases and Communicable Disease program areas. It will look to specifically address concerns of communicable diseases as well as addressing concerns related to unintended pregnancy, teen births and sexually transmitted diseases. This position is funded using Medicaid Cost Based Reimbursement (MCBR) funds. Please see attached for approval letter from MDHHS to utilize MCBR funding for this position.

Additional General Fund revenues are being requested.

Thank you for your consideration.



STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

NICK LYON
DIRECTOR

April 5, 2017

Mark Valacak, MPH
Health Officer
Genesee County Health Department
630 Progress Street
West Branch, MI 48661


Dear Mr. Valacak:

The Michigan Department of Health and Human Services (MDHHS) has reviewed Genesee County Health Department's proposed plan to improve the Family Planning Program through the use of Medicaid Cost Based Reimbursement (MCBR) funds. One component of the plan is to hire a full time epidemiologist to improve family planning relevant data collection, create and publish reports, and increase community awareness of the local consequences of unintended pregnancy, teen births, and increasing rates of sexually transmitted infections.

This letter serves as approval to use Family Planning MCBR funds to fund the above described epidemiologist position. Please note that MCBR funds earned through family planning encounters must be used to benefit the family planning program.

Best of luck with your plans, and we look forward to seeing the contributions this position makes to Genesee's Family Planning program. If there is anything we can do to support your agency, please feel free to contact your agency consultant, Darin McMillan, at Mcmilland@michigan.gov or 517-335-8981.

Sincerely,


Brenda Fink, MSW, ACSW, Director
Division of Maternal and Infant Health

cc: D. McMillan

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: EPIDEMIOLOGIST

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 FUNDING

Statement of justification for establishment of position:

Epidemiologist to specifically address concerns of communicable diseases as well as unintended teen pregnancy, teen birth, and sexually transmitted diseases.

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: 04.13.17

EPIDEMIOLOGIST

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

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: TONI LAROCCO

Phone number of interviewer: 810.237.4544

Authorized Signature: *Ingrid Jenk*

Department: HEALTH

GENESEE COUNTY HEALTH DEPARTMENT PERSONAL HEALTH DIVISION

Mark Valacak, MPH *s
Health Officer

Toni LaRocco, Director *s, *b

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

Maintenance

- Amanda Altmacher (NP Care Mgr) *s
- Teresa Cummings (PHN) *s
- Tina Hanson (PHN) *s
- Tom Harris (IT Coord) *b, *s
- Taura Howard (IT Tech) *b, *s
- Elaine Kirby (PHN) *s
- Denise Kremlick (PHN) *s
- Kelly Pelic (PHN Coord) *s
- Matthew Peter (IT Tech) *b, *s
- Kim Ray (PHN) *s
- Michelle Reese (PHN) *s
- Laura Simon (Sec) *s
- Kelli Stokes (Hlth Educ) *s
- Daniel Waite (PHN) *s
- Vacant - Epidemiologist *s

Mary Baird *b
Nursing Supervisor

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

- Lisa Evans (Sec) *b
- Sharon Hill (Sec) *b
- Tonya Johnson (Sec) b*
- Kelly Kosmanopoulos (PHN) *b
- Hilda McShane (Mktg. Spcist) *b, *s
- Lori Popyk (PHN) *b
- Sherry Taylor (PHN Coord) *b
- Amy Turner (PHN) *b
- Jori July - On-leave (PHN) *b
- vacant (Hlth Tech) *b

April Swartout *s
PH Supervisor

Hearing & Vision, Health Care
Outreach & Enrollment, Medicaid
Outreach

- Leslie Alston (Sec) *s
- Rhonda Brock (Hlth Tech) *s
- Shavon Flowers (PT-Hlth Tech) *s
- Melanie Gardner (Sec) *s
- Terri Huddleston (Hlth Tech) *s
- Kayla Johnson (Sec) *s
- Tameka Johnson (Hlth Tech) *s
- Becky Stanton (Hlth Tech) *s
- Nancy Turner (Sec) *s
- Regina Wright *s (Hlth Tech) *s

Vacant *b, s
Nursing Supervisor

Family Planning,
STD/HIV, HIV & Outreach

- Bonnie Bosker (PHN) *s
- Hanna Daniels (Sec) *s, *b
- Patricia Hartley (PHN Coord) *s
- Teneisha Hoffman (Counoun) (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
- Ashley Warren (PHN) *s
- vacant (Hlth Educ.) *b

EPIDEMIOLOGIST

GENERAL STATEMENT OF DUTIES: Plans, develops, implements and monitors community programs of disease control, surveillance, prevention and epidemiological investigation of disease problems of community health significance; provides educational services relative to ongoing and projected disease control activities; serves as staff epidemiologist under general direction of the Administrative Health Officer; performs related duties as required.

STATEMENT OF TASKS:

Assists in implementation of chronic and communicable disease policies and procedures;
Monitors unusual disease activity in the community;
Provides consultation to health professionals, schools and personal health care programs in all aspects of disease programming and epidemiological study;
Provides technical assistance in community disease investigations including areas of infectious disease outbreaks, communicable disease data gathering, chronic disease, chemical exposure and other environmental hazards;
Develops and maintains a system to monitor and evaluate conditions conducive to spread of disease;
Advises the department on a continuing basis of potential or active epidemic trends and disease patterns, their characteristics, possible causes and potential remedial action.

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Complete knowledge of the principles, skills and practices of public health epidemiology;
Thorough knowledge of the principles, skills and practices of communicable and chronic disease control;
Considerable knowledge of the statistical methods and research design models used in modern epidemiology;
Ability to utilize a personal computer and to utilize and interpret related statistical software;
Ability to identify public health areas in which improved data collection or statistical analysis may benefit the department;
Ability to compile pertinent information and prepare and present oral or written reports, and act as resource consultant to the department;
Ability to formulate and direct field investigations and evaluation studies;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Master's degree in Epidemiology or Public Health and at least one (1) year of full time epidemiology experience is preferred. Master's degree in other quantitative health sciences, for example, Medical Geography or Medical Statistics, will be considered depending upon the level of related training and experience.

Must possess a valid Michigan motor vehicle license.

Established: April 25, 1995
Revised: August 28, 1998

Personnel Director


EPIDEMIOLOGIST

		After	After	After	After	After
	Start	1st Year	2nd Year	3rd Year	4th Year	5th Year
Approx. Annual	53,519	56,973	60,428	64,130	66,183	68,311
Hourly	25.7301	27.3911	29.0521	30.8318	31.8189	32.8420

After 6th Year	After 7th Year
70,508	72,864
33.8982	35.0308

MEMORANDUM

TO: Kim Courts, Chairperson
Finance Committee

FROM: Mark Valacak, Health Officer 

SUBJECT: Request to Establish Health Educator Position

DATE: April 24, 2017

BACKGROUND:

MDHHS has provided funding for implementation of Data to Care to help get clients living with HIV infection into care. The Health Department wants to create a Health Educator position to implement Data to Care. This position will provide a community education campaign along with providing provider education about data to care. This makes good Public Health sense because clients in care, decreases the overall viral load of HIV in the community. A decrease in community viral load results a decrease in transmission of infection. MDHHS funding will cover 100% of the position. This position is to start August 1, 2017.

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 Educator*

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

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? *State Funding*

Statement of justification for establishment of position:

MDHHS has provided funding to hire a health educator to implementation of Data to Care to help clients living with HIV.

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: 3.24.17

Health Educator
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
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 Laracco

Phone number of interviewer: 237-4544

Authorized Signature: Ingrid Jirik

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 Kremlick (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. Spclst) *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,
Medicaid 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 Hetherington (PHN) *s
Teneisha Hoffman (Calhoun) (Sec) *b
McKall Mayner (PHN) *s
Meleatrice McClinnis (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

Revised 3-21-17
*s (McCrae South)
*b (Burton)



Genesee County Information Technology

1101 Beach Street, 2nd Floor

Flint MI 48502

Christopher A. Newell, CIO

Phone: (810) 237-6103 Fax: (810) 257-3380

To: Commissioner Kim Courts – Chairperson, Finance Committee

From: Christopher Newell, CIO

Date: April 18, 2017

Topic: IT Department personnel realignment

The central IT Department consists of a total of 19 positions, including the CIO (a salaried, appointed position) and the following hourly positions: 13 Full-time employees in various positions, 3 Part-time employees, and 2 currently vacant full—time positions. Of the hourly positions, three (including one of the vacant positions) are considered Supervisory.

Based on my assessment of the operations of the department, as well as the process of filling two positions created in October of 2016, I would like to request consideration of changes to up to four currently approved positions. The positions, and the current employee filling them are:

IT Technician 1 – Wes Frederick

The IT Tech 1 position is the primary “Desktop Support” position, providing general installation of PCs, peripherals, and software to all users and Departments.

A need has been identified to have an employee specialize in operating system and application deployment, inventory, and updating. Those duties are more consistent with the classification IT Technician 2.

I would like to eliminate one existing IT Tech 1 position and re-classify it as an IT Tech 2.

COST: Taking effect May 1, 2017, it is projected that this will result in an increase in cost, for this position, of \$3500.00. Annually, the increase is estimated at \$8500.00

PC Technician – Tim Sweeney

The PC Technician position is the first line HelpDesk technician. Incumbents in this position typically take trouble calls, attempt to resolve a matter over the phone, or pass the calls on to the IT Tech 1 staff, or higher.

I would like to eliminate one existing PC Technician position, and reclassify the position as an IT Tech 1. As implemented, primary helpdesk services would be handled by the IT Tech 1 staff on a rotating basis, with each tech resolving a call over the phone, remotely, or if necessary following through with the desktop support visit.

COST: Taking effect May 1, 2017, it is projected that this will result in an increase in cost, for this position, of \$6170.00¹. Annually, the increase is estimated at \$14800.00

[Type here]

PC Technician – Vacant

A second PC Technician position is budgeted, but is currently vacant due to a promotion. I would like to eliminate that position and replace it with a clerical position. This new position would handle most ordering, correspondence, and some billing functions for the IT Department. A typical “Account Clerk” has been used for cost estimates.

COST: Based on the time the position has been vacant, if filled as requested May 1, 2017, a net savings of approximately \$11,000.00² is expected in the current FY. Annually, ongoing savings of approximately \$2000.00/year are projected.

IT Systems Manager – Currently vacant

This position was approved in October 2016 and has not been filled. The key goal was to increase the capacity of the existing “Senior Systems” staff (Systems Engineer and IT Systems Manager.) Operational needs of these positions has increased and additional resources are expected to restore first line supervision of the IT staff. No change to this position is requested, however a re-evaluation of this position, as an “IT Supervisor”, with a less rigorous certification requirement, is included in the attached costing sheets.

COST: Calculating from October 2016, approximately \$65,500.00 approved for this position has been unspent so far.

TOTAL FINANCIAL IMPACT

It is expected that the changes will allow the IT department to operate more effectively, delivering better value. However, allowing for the time positions have been vacant, the direct cost impact is as follows:

Current FY: Savings \$67,000.00

Ongoing: Increase of \$21,000.00 over FYE 2017 budgeted and approved personnel costs, assuming no other changes.

V2 (4/25/17)

² Cost for vacant positions are based on a new-hire with full-family benefits.

**Genesee County
Schedule for Costing Of Personnel Positions**

2016/2017 FISCAL YEAR

IT Tech 1 - Wes Frederick

Position Title:
Employee Name (If Known):
Time Period of Position:
Salary Level (AA,A,B,C,D,E,F)
Date Cost Calculated:

Enter Following Information:

	Current Year	Next Year
Rate #1:	26.3800	
Rate #2:		
Hours-Rate #1:	2080.0	
Hours-Rate #2:		
Overtime Hours-Rate #1:		
Overtime Hours-Rate #2:		
Premium Time Rate:	0.0000	0.0000
Longevity Rate:	0.0000	0.0000
Retirement Rate:	0.0800	0.0800
Social Security Rate:	0.0765	0.0765
Workers Comp Rate:	0.0023	0.0023
Unemployment Rate:	0.0020	0.0020
Post-Retirement Rate:	0.2000	0.2000
Insurance Status (See Code)	3	
# of Months of Insurance:	12	

Insurance Code Explanations:
 1-Single With Medical Insurance
 2-2 Dependents with Medical Insurance
 3-3 or more dependents with Medical Insurance
 4-Single with No Medical Insurance
 5-2 Dependents with No Medical Insurance
 6-3 or more dependents with no Medical Insurance

Insurance Rates:

	Single	Married No Children	Married W/Children
Medical & Rx	6,197	12,395	16,918
Optical	50	101	136
Dental	935	935	935
Prescription	0	0	0
Projected Next Year Rate Increase:			0.00
Maximum Life Health Insurance:			852
Life Health Insurance Rate:			0.02700
Life Health Insurance Base:			45,000

See W/C Rates Tab

	Current Years Rate #1	Current Years Rate #2	Subtotal	Next Year Rate #1	Next Year Rate #2	Subtotal	Total Position Cost
30015 Salary Permanent	54,870	0	54,870	0	0	0	54,870
30055 Salary Overtime	0	0	0	0	0	0	0
30070 Salary Premium	0	0	0	0	0	0	0
30080 Longevity	0	0	0	0	0	0	0
Total Salaries	<u>54,870</u>	<u>0</u>	<u>54,870</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>54,870</u>
33010 Social Security	4,198	0	4,198	0	0	0	4,198
33045 Medical Insurance	16,918	0	16,918	0	0	0	16,918
33060 Optical Insurance	136	0	136	0	0	0	136
33080 Dental Insurance	935	0	935	0	0	0	935
33085 Life Health Insurance	852	0	852	0	0	0	852
33095 Retirement	4,390	0	4,390	0	0	0	4,390
33110 Workers Compensation	126	0	126	0	0	0	126
33125 Unemployment	110	0	110	0	0	0	110
33126 Post-Retirement	10,974	0	10,974	0	0	0	10,974
Total Fringe Benefits	<u>38,639</u>	<u>0</u>	<u>38,639</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>38,639</u>
Total Position Cost	<u>93,509</u>	<u>0</u>	<u>93,509</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>93,509</u>

**Genesee County
Schedule for Costing Of Personnel Positions**

2016/2017 FISCAL YEAR

IT Tech 2 (Wes Frederick)

Position Title:
Employee Name (If Known):
Time Period of Position:
Salary Level (AA,A,B,C,D,E,F)
Date Cost Calculated:

Enter Following Information:

	Current Year	Next Year
Rate #1:	29.3800	
Rate #2:		
Hours-Rate #1:	2080.0	
Hours-Rate #2:		
Overtime Hours-Rate #1:		
Overtime Hours-Rate #2:		
Premium Time Rate:	0.0000	0.0000
Longevity Rate:	0.0000	0.0000
Retirement Rate:	0.0800	0.0800
Social Security Rate:	0.0765	0.0765
Workers Comp Rate:	0.0023	0.0023
Unemployment Rate:	0.0020	0.0020
Post-Retirement Rate:	0.2000	0.2000
Insurance Status (See Code)	3	
# of Months of Insurance:	12	

Insurance Code Explanations:
 1-Single With Medical Insurance
 2-2 Dependents with Medical Insurance
 3-3 or more dependents with Medical Insurance
 4-Single with No Medical Insurance
 5-2 Dependents with No Medical Insurance
 6-3 or more dependents with no Medical Insurance

Insurance Rates:

	Single	Married No Children	Married W/Children
Medical & Rx	6,197	12,395	16,918
Optical	50	101	136
Dental	935	935	935
Prescription	0	0	0
Projected Next Year Rate Increase:			0.00
Maximum Life Health Insurance:			852
Life Health Insurance Rate:			0.02700
Life Health Insurance Base:			45,000

See W/C Rates Tab

	Current Years Rate #1	Current Years Rate #2	Subtotal	Next Year Rate #1	Next Year Rate #2	Subtotal	Total Position Cost
30015 Salary Permanent	61,110	0	61,110	0	0	0	61,110
30055 Salary Overtime	0	0	0	0	0	0	0
30070 Salary Premium	0	0	0	0	0	0	0
30080 Longevity	0	0	0	0	0	0	0
Total Salaries	<u>61,110</u>	<u>0</u>	<u>61,110</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>61,110</u>
33010 Social Security	4,675	0	4,675	0	0	0	4,675
33045 Medical Insurance	16,918	0	16,918	0	0	0	16,918
33060 Optical Insurance	136	0	136	0	0	0	136
33080 Dental Insurance	935	0	935	0	0	0	935
33085 Life Health Insurance	852	0	852	0	0	0	852
33095 Retirement	4,889	0	4,889	0	0	0	4,889
33110 Workers Compensation	141	0	141	0	0	0	141
33125 Unemployment	122	0	122	0	0	0	122
33126 Post-Retirement	12,222	0	12,222	0	0	0	12,222
Total Fringe Benefits	<u>40,890</u>	<u>0</u>	<u>40,890</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>40,890</u>
Total Position Cost	<u>102,000</u>	<u>0</u>	<u>102,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>102,000</u>

**Genesee County
Schedule for Costing Of Personnel Positions**

2016/2017 FISCAL YEAR

PC Technician (Tim Sweeney)

Position Title:
Employee Name (If Known):
Time Period of Position:
Salary Level (AA,A,B,C,D,E,F)
Date Cost Calculated:

Enter Following Information:

	Current Year	Next Year
Rate #1:	18.0300	
Rate #2:		
Hours-Rate #1:	2080.0	
Hours-Rate #2:		
Overtime Hours-Rate #1:		
Overtime Hours-Rate #2:		
Premium Time Rate:	0.0000	0.0000
Longevity Rate:	0.0000	0.0000
Retirement Rate:	0.0800	0.0800
Social Security Rate:	0.0765	0.0765
Workers Comp Rate:	0.0023	0.0023
Unemployment Rate:	0.0020	0.0020
Post-Retirement Rate:	0.2000	0.2000
Insurance Status (See Code)	1	
# of Months of Insurance:	12	

Insurance Code Explanations:
 1-Single With Medical Insurance
 2-2 Dependents with Medical Insurance
 3-3 or more dependents with Medical Insurance
 4-Single with No Medical Insurance
 5-2 Dependents with No Medical Insurance
 6-3 or more dependents with no Medical Insurance

Insurance Rates:

	Single	Married No Children	Married W/Children
Medical & Rx	6,197	12,395	16,918
Optical	50	101	136
Dental	935	935	935
Prescription	0	0	0
Projected Next Year Rate Increase:			0.00
Maximum Life Health Insurance:			852
Life Health Insurance Rate:			0.02700
Life Health Insurance Base:			45,000

See W/C Rates Tab

	Current Years Rate #1	Current Years Rate #2	Subtotal	Next Year Rate #1	Next Year Rate #2	Subtotal	Total Position Cost
30015 Salary Permanent	37,502	0	37,502	0	0	0	37,502
30055 Salary Overtime	0	0	0	0	0	0	0
30070 Salary Premium	0	0	0	0	0	0	0
30080 Longevity	0	0	0	0	0	0	0
Total Salaries	<u>37,502</u>	<u>0</u>	<u>37,502</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>37,502</u>
33010 Social Security	2,869	0	2,869	0	0	0	2,869
33045 Medical Insurance	6,197		6,197	0		0	6,197
33060 Optical Insurance	50		50	0		0	50
33080 Dental Insurance	935		935	0		0	935
33085 Life Health Insurance	852		852	0		0	852
33095 Retirement	3,000	0	3,000	0	0	0	3,000
33110 Workers Compensation	86	0	86	0	0	0	86
33125 Unemployment	75	0	75	0	0	0	75
33126 Post-Retirement	7,500	0	7,500	0	0	0	7,500
Total Fringe Benefits	<u>21,564</u>	<u>0</u>	<u>21,564</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>21,564</u>
Total Position Cost	<u>59,066</u>	<u>0</u>	<u>59,066</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>59,066</u>

**Genesee County
Schedule for Costing Of Personnel Positions**

2016/2017 FISCAL YEAR

IT Tech 1 (Tim Sweeney)

Position Title:
Employee Name (If Known):
Time Period of Position:
Salary Level (AA,A,B,C,D,E,F)
Date Cost Calculated:

Enter Following Information:

	Current Year	Next Year
Rate #1:	23.2600	
Rate #2:		
Hours-Rate #1:	2080.0	
Hours-Rate #2:		
Overtime Hours-Rate #1:		
Overtime Hours-Rate #2:		
Premium Time Rate:	0.0000	0.0000
Longevity Rate:	0.0000	0.0000
Retirement Rate:	0.0800	0.0800
Social Security Rate:	0.0765	0.0765
Workers Comp Rate:	0.0023	0.0023
Unemployment Rate:	0.0020	0.0020
Post-Retirement Rate:	0.2000	0.2000
Insurance Status (See Code)	1	
# of Months of Insurance:	12	

Insurance Code Explanations:
 1-Single With Medical Insurance
 2-2 Dependents with Medical Insurance
 3-3 or more dependents with Medical Insurance
 4-Single with No Medical Insurance
 5-2 Dependents with No Medical Insurance
 6-3 or more dependents with no Medical Insurance

Insurance Rates:

	Single	Married No Children	Married W/Children
Medical & Rx	6,197	12,395	16,918
Optical	50	101	136
Dental	935	935	935
Prescription	0	0	0
Projected Next Year Rate Increase:			0.00
Maximum Life Health Insurance:			852
Life Health Insurance Rate:			0.02700
Life Health Insurance Base:			45,000

See W/C Rates Tab

	Current Years Rate #1	Current Years Rate #2	Subtotal	Next Year Rate #1	Next Year Rate #2	Subtotal	Total Position Cost
30015 Salary Permanent	48,381	0	48,381	0	0	0	48,381
30055 Salary Overtime	0	0	0	0	0	0	0
30070 Salary Premium	0	0	0	0	0	0	0
30080 Longevity	0	0	0	0	0	0	0
Total Salaries	<u>48,381</u>	<u>0</u>	<u>48,381</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>48,381</u>
33010 Social Security	3,701	0	3,701	0	0	0	3,701
33045 Medical Insurance	6,197	0	6,197	0	0	0	6,197
33060 Optical Insurance	50	0	50	0	0	0	50
33080 Dental Insurance	935	0	935	0	0	0	935
33085 Life Health Insurance	852	0	852	0	0	0	852
33095 Retirement	3,870	0	3,870	0	0	0	3,870
33110 Workers Compensation	111	0	111	0	0	0	111
33125 Unemployment	97	0	97	0	0	0	97
33126 Post-Retirement	9,676	0	9,676	0	0	0	9,676
Total Fringe Benefits	<u>25,489</u>	<u>0</u>	<u>25,489</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,489</u>
Total Position Cost	<u>73,870</u>	<u>0</u>	<u>73,870</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>73,870</u>

**Genesee County
Schedule for Costing Of Personnel Positions**

2016/2017 FISCAL YEAR

Account Clek (New position)

Position Title:
Employee Name (If Known):
Time Period of Position:
Salary Level (AA,A,B,C,D,E,F)
Date Cost Calculated:

Enter Following Information:

	Current Year	Next Year
Rate #1:	14.2900	
Rate #2:		
Hours-Rate #1:	2080.0	
Hours-Rate #2:		
Overtime Hours-Rate #1:		
Overtime Hours-Rate #2:		
Premium Time Rate:	0.0000	0.0000
Longevity Rate:	0.0000	0.0000
Retirement Rate:	0.0800	0.0800
Social Security Rate:	0.0765	0.0765
Workers Comp Rate:	0.0023	0.0023
Unemployment Rate:	0.0020	0.0020
Post-Retirement Rate:	0.2000	0.2000
Insurance Status (See Code)	3	
# of Months of Insurance:	12	

Insurance Code Explanations:
 1-Single With Medical Insurance
 2-2 Dependents with Medical Insurance
 3-3 or more dependents with Medical Insurance
 4-Single with No Medical Insurance
 5-2 Dependents with No Medical Insurance
 6-3 or more dependents with no Medical Insurance

Insurance Rates:

	Single	Married No Children	Married W/Children
Medical & Rx	6,197	12,395	16,918
Optical	50	101	136
Dental	935	935	935
Prescription	0	0	0
Projected Next Year Rate Increase:			0.00
Maximum Life Health Insurance:			852
Life Health Insurance Rate:			0.02700
Life Health Insurance Base:			45,000

See W/C Rates Tab

	Current Years Rate #1	Current Years Rate #2	Subtotal	Next Year Rate #1	Next Year Rate #2	Subtotal	Total Position Cost
30015 Salary Permanent	29,723	0	29,723	0	0	0	29,723
30055 Salary Overtime	0	0	0	0	0	0	0
30070 Salary Premium	0	0	0	0	0	0	0
30080 Longevity	0	0	0	0	0	0	0
Total Salaries	<u>29,723</u>	<u>0</u>	<u>29,723</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>29,723</u>
33010 Social Security	2,274	0	2,274	0	0	0	2,274
33045 Medical Insurance	16,918		16,918	0		0	16,918
33060 Optical Insurance	136		136	0		0	136
33080 Dental Insurance	935		935	0		0	935
33085 Life Health Insurance	852		852	0		0	852
33095 Retirement	2,378	0	2,378	0	0	0	2,378
33110 Workers Compensation	68	0	68	0	0	0	68
33125 Unemployment	59	0	59	0	0	0	59
33126 Post-Retirement	5,945	0	5,945	0	0	0	5,945
Total Fringe Benefits	<u>29,565</u>	<u>0</u>	<u>29,565</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>29,565</u>
Total Position Cost	<u>59,288</u>	<u>0</u>	<u>59,288</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>59,288</u>

**Genesee County
Schedule for Costing Of Personnel Positions**

2016/2017 FISCAL YEAR

PC Technician (New Hire)

Position Title:
Employee Name (If Known):
Time Period of Position:
Salary Level (AA,A,B,C,D,E,F)
Date Cost Calculated:

Enter Following Information:

	Current Year	Next Year
Rate #1:	15.0000	
Rate #2:		
Hours-Rate #1:	2080.0	
Hours-Rate #2:		
Overtime Hours-Rate #1:		
Overtime Hours-Rate #2:		
Premium Time Rate:	0.0000	0.0000
Longevity Rate:	0.0000	0.0000
Retirement Rate:	0.0800	0.0800
Social Security Rate:	0.0765	0.0765
Workers Comp Rate:	0.0023	0.0023
Unemployment Rate:	0.0020	0.0020
Post-Retirement Rate:	0.2000	0.2000
Insurance Status (See Code)	3	
# of Months of Insurance:	12	

Insurance Code Explanations:
 1-Single With Medical Insurance
 2-2 Dependents with Medical Insurance
 3-3 or more dependents with Medical Insurance
 4-Single with No Medical Insurance
 5-2 Dependents with No Medical Insurance
 6-3 or more dependents with no Medical Insurance

Insurance Rates:

	Single	Married No Children	Married W/Children
Medical & Rx	6,197	12,395	16,918
Optical	50	101	136
Dental	935	935	935
Prescription	0	0	0
Projected Next Year Rate Increase:			0.00
Maximum Life Health Insurance:			852
Life Health Insurance Rate:			0.02700
Life Health Insurance Base:			45,000

See W/C Rates Tab

	Current Years Rate #1	Current Years Rate #2	Subtotal	Next Year Rate #1	Next Year Rate #2	Subtotal	Total Position Cost
30015 Salary Permanent	31,200	0	31,200	0	0	0	31,200
30055 Salary Overtime	0	0	0	0	0	0	0
30070 Salary Premium	0	0	0	0	0	0	0
30080 Longevity	0	0	0	0	0	0	0
Total Salaries	<u>31,200</u>	<u>0</u>	<u>31,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>31,200</u>
33010 Social Security	2,387	0	2,387	0	0	0	2,387
33045 Medical Insurance	16,918	0	16,918	0	0	0	16,918
33060 Optical Insurance	136	0	136	0	0	0	136
33080 Dental Insurance	935	0	935	0	0	0	935
33085 Life Health Insurance	852	0	852	0	0	0	852
33095 Retirement	2,496	0	2,496	0	0	0	2,496
33110 Workers Compensation	72	0	72	0	0	0	72
33125 Unemployment	62	0	62	0	0	0	62
33126 Post-Retirement	6,240	0	6,240	0	0	0	6,240
Total Fringe Benefits	<u>30,098</u>	<u>0</u>	<u>30,098</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,098</u>
Total Position Cost	<u>61,298</u>	<u>0</u>	<u>61,298</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>61,298</u>

**Genesee County
Schedule for Costing Of Personnel Positions**

2016/2017 FISCAL YEAR

IT Systems Manager (New Hire)

Position Title:
Employee Name (If Known):
Time Period of Position:
Salary Level (AA,A,B,C,D,E,F)
Date Cost Calculated:

Enter Following Information:

	Current Year	Next Year
Rate #1:	33.0407	
Rate #2:		
Hours-Rate #1:	2080.0	
Hours-Rate #2:		
Overtime Hours-Rate #1:		
Overtime Hours-Rate #2:		
Premium Time Rate:	0.0000	0.0000
Longevity Rate:	0.0000	0.0000
Retirement Rate:	0.0800	0.0800
Social Security Rate:	0.0765	0.0765
Workers Comp Rate:	0.0023	0.0023
Unemployment Rate:	0.0020	0.0020
Post-Retirement Rate:	0.2000	0.2000
Insurance Status (See Code)	3	
# of Months of Insurance:	12	

Insurance Code Explanations:
 1-Single With Medical Insurance
 2-2 Dependents with Medical Insurance
 3-3 or more dependents with Medical Insurance
 4-Single with No Medical Insurance
 5-2 Dependents with No Medical Insurance
 6-3 or more dependents with no Medical Insurance

Insurance Rates:

	Single	Married No Children	Married W/Children
Medical & Rx	6,197	12,395	16,918
Optical	50	101	136
Dental	935	935	935
Prescription	0	0	0
Projected Next Year Rate Increase:			0.00
Maximum Life Health Insurance:			852
Life Health Insurance Rate:			0.02700
Life Health Insurance Base:			45,000

See W/C Rates Tab

	Current Years Rate #1	Current Years Rate #2	Subtotal	Next Year Rate #1	Next Year Rate #2	Subtotal	Total Position Cost
30015 Salary Permanent	68,725	0	68,725	0	0	0	68,725
30055 Salary Overtime	0	0	0	0	0	0	0
30070 Salary Premium	0	0	0	0	0	0	0
30080 Longevity	0	0	0	0	0	0	0
Total Salaries	<u>68,725</u>	<u>0</u>	<u>68,725</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>68,725</u>
33010 Social Security	5,257	0	5,257	0	0	0	5,257
33045 Medical Insurance	16,918	0	16,918	0	0	0	16,918
33060 Optical Insurance	136	0	136	0	0	0	136
33080 Dental Insurance	935	0	935	0	0	0	935
33085 Life Health Insurance	852	0	852	0	0	0	852
33095 Retirement	5,498	0	5,498	0	0	0	5,498
33110 Workers Compensation	158	0	158	0	0	0	158
33125 Unemployment	137	0	137	0	0	0	137
33126 Post-Retirement	13,745	0	13,745	0	0	0	13,745
Total Fringe Benefits	<u>43,636</u>	<u>0</u>	<u>43,636</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>43,636</u>
Total Position Cost	<u>112,361</u>	<u>0</u>	<u>112,361</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>112,361</u>

**Genesee County
Schedule for Costing Of Personnel Positions**

2016/2017 FISCAL YEAR

IT Supervisor (Optional Consideration in place of IT Systems Manager)

Position Title:
Employee Name (If Known):
Time Period of Position:
Salary Level (AA,A,B,C,D,E,F)
Date Cost Calculated:

Enter Following Information:

	Current Year	Next Year
Rate #1:	30.0000	
Rate #2:		
Hours-Rate #1:	2080.0	
Hours-Rate #2:		
Overtime Hours-Rate #1:		
Overtime Hours-Rate #2:		
Premium Time Rate:	0.0000	0.0000
Longevity Rate:	0.0000	0.0000
Retirement Rate:	0.0800	0.0800
Social Security Rate:	0.0765	0.0765
Workers Comp Rate:	0.0023	0.0023
Unemployment Rate:	0.0020	0.0020
Post-Retirement Rate:	0.2000	0.2000
Insurance Status (See Code)	3	
# of Months of Insurance:	12	

Insurance Code Explanations:
 1-Single With Medical Insurance
 2-2 Dependents with Medical Insurance
 3-3 or more dependents with Medical Insurance
 4-Single with No Medical Insurance
 5-2 Dependents with No Medical Insurance
 6-3 or more dependents with no Medical Insurance

Insurance Rates:

	Single	Married No Children	Married W/Children
Medical & Rx	6,197	12,395	16,918
Optical	50	101	136
Dental	935	935	935
Prescription	0	0	0
Projected Next Year Rate Increase:			0.00
Maximum Life Health Insurance:			852
Life Health Insurance Rate:			0.02700
Life Health Insurance Base:			45,000

See W/C Rates Tab

	Current Years Rate #1	Current Years Rate #2	Subtotal	Next Year Rate #1	Next Year Rate #2	Subtotal	Total Position Cost
30015 Salary Permanent	62,400	0	62,400	0	0	0	62,400
30055 Salary Overtime	0	0	0	0	0	0	0
30070 Salary Premium	0	0	0	0	0	0	0
30080 Longevity	0	0	0	0	0	0	0
Total Salaries	<u>62,400</u>	<u>0</u>	<u>62,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>62,400</u>
33010 Social Security	4,774	0	4,774	0	0	0	4,774
33045 Medical Insurance	16,918	0	16,918	0	0	0	16,918
33060 Optical Insurance	136	0	136	0	0	0	136
33080 Dental Insurance	935	0	935	0	0	0	935
33085 Life Health Insurance	852	0	852	0	0	0	852
33095 Retirement	4,992	0	4,992	0	0	0	4,992
33110 Workers Compensation	144	0	144	0	0	0	144
33125 Unemployment	125	0	125	0	0	0	125
33126 Post-Retirement	12,480	0	12,480	0	0	0	12,480
Total Fringe Benefits	<u>41,356</u>	<u>0</u>	<u>41,356</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>41,356</u>
Total Position Cost	<u>103,756</u>	<u>0</u>	<u>103,756</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>103,756</u>

Genesee County Register of Deeds Office

John J. Gleason

CLERK/REGISTER OF DEEDS

To: Commissioner Kim Courts, Chairperson, Finance Committee

Date: March 24, 2017

From: John J. Gleason Clerk/Register of Deeds

Request: Increase the salary of Chief Deputy Register of Deeds Roy Webber IV to that of the former Chief Deputy ROD at the time of her resignation on 9/21/2016. We also request that Mr. Webber IV be paid retroactively for lost salary and retirement contributions incurred from his start date of 11/21/2016 to the current pay period.

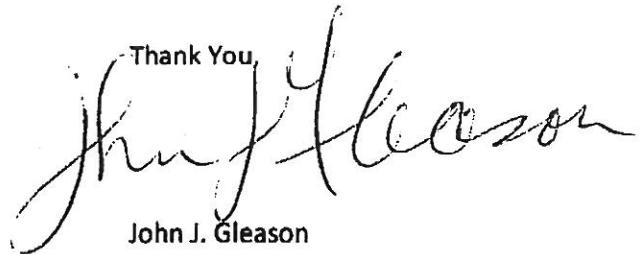
Funding: 101/2364/30015

Discussion: When appointed on 11/21/2016, Chief Deputy Register of Deeds Roy Webber IV was paid at the start salary step based on the 916-02 union contract, Article XXXII, Section 1.

Based on the attached written legal opinion from Corporation Counsel David Leyton, the Union contract plainly violates MCL 45.421 which states "The annual salaries of all salaried county officers shall not be diminished during the term for which such county Officers have been appointed."

It is the opinion of Corporation Counsel that the implementation of this union contract provision plainly violates MCL 45.421 and is unenforceable, therefore we are requesting that Mr. Webber be made whole by increasing his salary to that of the former Chief Deputy ROD and be paid retroactively for lost salary and retirement contributions incurred from 11/21/2016 to current pay period.

Thank You,



John J. Gleason

Genesee County Clerk/Register of Deeds



AFSCME LOCAL 916
CHAPTER 02, 2ND LINE SUPERVISORS

The first full pay period following:

April 1, 2010 (2.5%)

APR 109 increase waived

DIRECTOR OF FACILITIES MANAGEMENT, PUBLIC HEALTH DIVISION DIRECTOR, DIRECTOR OF NURSING SERVICES

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual	56,799	60,201	63,604	71,045	73,537	76,227	79,048
Hourly	27.307	28.9428	30.5787	34.1562	35.3544	36.6476	38.0037

ASSISTANT CONTROLLER, ASSISTANT PLANNING DIRECTOR, DEPUTY DIRECTOR OF PARKS & RECREATION
CHIEF DEPUTY TREASURER

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual	61,676	65,079	68,482	76,227	79,048	81,998	85,085
Hourly	29.652	31.2879	32.9238	36.6476	38.0037	39.4223	40.9061

→ CHIEF DEPUTY REGISTER OF DEEDS ←

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year	After 7th Year
Approx. Annual	48,294	51,697	55,100	61,991	64,094	66,256	68,618	71,045
Hourly	23.2184	24.8545	26.4903	29.8034	30.8142	31.854	32.9896	34.1562

FINANCIAL AFFAIRS OFFICER

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year
Approx. Annual	57,183	60,469	63,755	710,981	73,680	76,403
Hourly	27.4916	29.0715	30.6515	34.1737	35.4229	36.7324

CHIEF PARK RANGER

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual	50,378	53,781	57,184	64,197	66,361	68,725	71,150
Hourly	24.2203	25.8563	27.4923	30.8639	31.9045	33.0407	34.2066

**GENESEE COUNTY
NOTICE OF APPOINTMENT OR TRANSFER**

DEPARTMENT: Register of Deeds

FUND/DEPT. NO. 101/2364/30015

Check all that apply:

<input type="checkbox"/> New Hire, Full Time	<input checked="" type="checkbox"/> Promotion	<input type="checkbox"/> Part Time/P.I. to Full Time
<input type="checkbox"/> New Hire, Part Time/P.I.	<input type="checkbox"/> Promotion - Police Academy	<input type="checkbox"/> Full Time to Part Time/P.I.
<input type="checkbox"/> New Hire, P.T./P.I.—No Benefits	<input type="checkbox"/> Demotion	Other: _____
<input type="checkbox"/> New Hire, Temporary	<input type="checkbox"/> Transfer WITHIN Dept.	_____
<input type="checkbox"/> Re-Employment	<input checked="" type="checkbox"/> Transfer BETWEEN Depts.	_____
<input type="checkbox"/> New Position	<input type="checkbox"/> Benefits to No Benefits Position	_____
	<input type="checkbox"/> No Benefits to Benefits Position	_____

Name: Webber Roy E. S.S. # _____
 Last First MI.

Effective Date: 11/21/16

Position #: 023048 Position: Chief Deputy Register of Deeds

Supervisor (Required for KRONOS): Leslie A. Raleigh

Person last occupying this position: Roberta Sacharski

<u>NEW EMPLOYEES</u>	<u>CHANGE CHECKLIST</u>
Pay Step _____	Prev. Rate <u>19.5942</u> Wkrs. Comp <u>17.705</u>
Base Rate _____	New Rate <u>23.2184</u> VEBA/PRB _____
Emp. Class _____	Step <u>37.8</u> VNA <u>Same</u>
Wkrs. Comp _____	Emp. Class <u>23732</u> Dept. No. _____
Dues Begin _____	Dues _____ Adj. Serv. Date _____
Retire RDC/D7 _____	Review Date <u>09-04-2017</u> Pers. Ben. Date _____
VNA _____	Retirement <u>Same</u> Vac. Ben. Date _____
	Eval(s) Sent _____

[Signature]
Department Head Signature

Nov 21, 2016
Date

[Signature]
Human Resources Approval

11.29.16
Date

Raleigh, Leslie

From: Schubert, Rita
Sent: Monday, March 27, 2017 10:11 AM
To: Raleigh, Leslie
Subject: RE: Salary Info Request

Hi Leslie,

Her annual salary was \$68,618.42.

Rita Schubert
HR Representative Coordinator
Genesee County Human Resources
810 257-3235

From: Raleigh, Leslie
Sent: Friday, March 24, 2017 12:37 PM
To: Schubert, Rita
Subject: Salary Info Request

Hello Rita,

Can you please send confirmation of what Roberta Sacharski's salary was on her last day – 9-21-2016?
Position number 023048.

Thanks,

Leslie A. Raleigh
Genesee County Chief Deputy Clerk
900 S. Saginaw St.
Flint, Mi. 48502
810-257-3224

lraleigh@co.genesee.mi.us