HUMAN SERVICES COMMITTEE
April 1, 2019
Minutes

Members Present: Morgan, Naeyaert, Sebolt, Slaughter, Stivers, Tennis, and Trubac.

Members Absent: None.

Others Present: Sue Graham, Joan Clous, Susan Cockerill, Tim Morgan, Jared Cypher, Elizabeth Noel, Beth Foster, and others

The meeting was called to order by Chairperson Tennis at 6:31 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the March 18, 2019 Minutes

The minutes were amended as follows:

Ms. Noyer stated that it still was able to provide medical, pharmacy, and dental less than $1,000 per person monthly.

Commissioner Slaughter asked if IHPC would community enrollment partners received a stipend for helping-out their work.

Commissioner Morgan stated that it should be strongly considered that when rewritten, IHPC should be upfront and explicit to taxpayers about where funds were going regarding this millage. He further stated that it should also be considered whether there needed to be, for example, a separate mental health millage, so IHPC millage funds were directed right to IHP and not used as a piggy bank for other health care matters.

CHAIRPERSON TENNIS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 18, 2019 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS AMENDED.

Additions to the Agenda

5. Fair Office
   
   b. Resolution to Approve Reclassification and Title Change of Fair Manager to Fairgrounds Events Director
7. **Board of Commissioners** – Resolution Proclaiming April as “Autism Awareness Month” in Ingham County and Designating April 2 as “Ingham County For Autism Awareness Day”

**Limited Public Comment**

None.

MOVED BY COMM. NAELAERT, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. **Big Brothers Big Sisters** – Resolution to Authorize a Contract with Big Brothers Big Sisters of Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program for 2019

3. **Parks Department**
   a. Resolution to Authorize the Hawk Island Red Tail Enclosure Project
   b. Resolution to Authorize a Contract with J.H. Construction Inc.

4. **Health Department**
   a. Resolution to Authorize Amendment # 3 to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services
   b. Resolution to Amend Agreement with Molina Healthcare
   c. Resolution to Amend Agreement with Nextgen Healthcare for Patient Portal Templates
   d. Resolution to Enter into an Agreement with Epivadian
   e. Resolution to Accept Opioid Linkages to Care Funding Cohort Award
   f. Resolution to Authorize an Infectious Disease Physician Services Agreement with the College of Osteopathic Medicine at Michigan State University
   g. Resolution Honoring Ruby Rodgers

5. **Fair Office**
   a. Resolution to Amend Resolution #19-006 to Authorize an Increase in Hours for a Part-Time Temporary Employee at the Ingham County Fairgrounds

7. **Board of Commissioners** – Resolution Proclaiming April as “Autism Awareness Month” in Ingham County and Designating April 2 as “Ingham County For Autism Awareness Day”

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.
1. **Senior Citizens Advisory Board – Interviews**

Susan Cockerill interviewed for a position on the Senior Citizens Advisory Board.

5. **Fair Office**

b. **Resolution to Approve Reclassification and Title Change of Fair Manager to Fairgrounds Events Director**

MOVED BY COMM. NAeyaert, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Jared Cypher, Deputy Controller, stated that following discussion last Human Services Committee meeting, staff went back and talked with Human Resources about the Fair Manager job description and made changes, chiefly, under employment qualifications. He further stated that under heading employment qualifications the education is now different (an Associate’s plus 7 years’ experience or a Bachelor’s plus 5 years’ experience).

Mr. Cypher stated that the changes bumped the job classification from Managerial Confidential (MCF) 12 to MCF 13 with new salary, listed in the memo for reference. He further stated that the memo illustrated the difference in the wages and the total cost, including benefits.

Mr. Cypher stated that there was also a change in title from “Fair Manager” to “Fairgrounds Events Director” in hopes of attracting better candidates with a more attractive job description.

Mr. Cypher stated that any change to the classification and compensation of this position must be approved by the Board of Commissioners, so that was why it was a late item.

Commissioner Sebolt stated that the name change was a good move for consistency’s sake if nothing else, as that position managed a department, and other Department Heads were called Directors.

**Commissioner Morgan proposed to change the job description, by striking accounting and adding management, or event management, and public relations to the Education Qualifications to broaden the scope.**

Discussion.

Chairperson Tennis asked to hear from Human Resources on Commissioner Morgan’s proposed changes.

Sue Graham, Human Resources Director, stated that perhaps the job description could focus on management experience.
Commissioner Stivers asked about striking accounting, stating that if the position did not call for
an accountant specifically she would support striking it altogether or at least not have it listed as
the first qualification. She further stated she supported the idea of adding management and
mentioned a Public Management degree as a possibility to include.

Commissioner Naeyaert stated that she agreed with striking accounting and she thought that
marketing and business or related field was broad enough to show public relations and other
qualifications they were looking for.

Discussion.

Chairperson Tennis stated that he was worried that removing accounting altogether made the
description less broad and he did not want to move too far from what Human Resources had
recommended.

Commissioner Morgan stated that the Committee had already gone far afield of what Human
Resources recommended by even discussing reclassification of the position.

Chairperson Tennis asked Commissioner Morgan if he could make a motion to that effect.

Commissioner Naeyaert stated she was frustrated with the fact that this was a late item to the
agenda, and it happened frequently with resolutions from Human Resources. She further stated
that she was worried if it had to come back to this Committee, it would take another three weeks
before the position was posted and then would still have to go through the hiring process and fill
the position before the Fair.

Chairperson Tennis stated that he did not think the change would slow the process down.

Commissioner Stivers asked if a revised version of the job description could be brought to the
County Services Committee tomorrow.

Discussion.

Chairperson Tennis asked the Human Resources staff if they felt comfortable with what they had
heard so far, to take another shot at the employment and education qualifications and broaden it
to include management and public relations, and then take the revisions to the County Services
Committee tomorrow.

Ms. Graham stated that that was possible, and she would be in attendance at the County Services
Committee meeting.

Chairperson Tennis stated that with that the Committee could move forward and approve the
resolution tonight with the understanding that changes would be made in other committees
before coming in front of the full Board of Commissioners next week.
Commissioner Stivers stated she also would suggest proofreading the document for typos.

Chairperson Tennis suggested Commissioner Stivers could mark up a copy and give it to Mr. Cypher after the meeting.

Commissioner Morgan asked if the salary was listed when making external postings.

Chairperson Tennis stated the salary for a job was posted.

THE MOTION CARRIED UNANIMOUSLY.

6. Human Resources – County Compensation/Classification Plan and Hiring Process (Discussion)

Ms. Graham introduced Joan Clous, Human Resources Specialist, as a subject matter expert.

Ms. Clous reviewed the materials provided to the Committee regarding the job reclassification process.

Commissioner Naeyaert pointed out that the Jackson County Fair did have several other positions in addition to their Fair Operations Manager, whereas the County had combined several similar positions into one here.

Ms. Clous continued with more packet overview. She went through the various job descriptions with highlighted changes to each version.

Ms. Clous further explained that there was a team of three Human Resources staff who went through and evaluated and discussed and scored what point range or level a particular task fell in. She further explained that by changing the requirements of this particular position, it increased the points which reclassified it a MCF 13.

Chairperson Tennis asked what visual concentration was (as seen on the Job Point Evaluation Table in the Packet).

Ms. Clous answered how much time the position spent paying attention to detail.

Discussion.

Ms. Graham stated that Appendix C would give context of how the pay grades worked.

Discussion.

Commissioner Sebolt stated that there was a County Policy that determined what was a reclassification or reorganization and wanted to know how this very technical, expert definition aligned with that County Policy.
Ms. Clous stated that an example of reorganization was when a department made a change to more than one position, while an example of a reclassification was when an employee could detail how their duties and responsibilities had changed during collective bargaining.

Chairperson Tennis stated that the Human Resources representatives mentioned that quantity of skill did not come into play for reclassification, but he wondered if it did for contract negotiations. He further provided some examples of road workers having to fill more pot holes and 9-1-1 operators fielding more calls and asked if that was ever reflected in what the positions were doing.

Ms. Clous stated that it would be looked at as far as working conditions and stress but not skills and classifications.

Chairperson Tennis wondered if there were other ways to reclassify and position, for example for physical effort or unpleasant work conditions.

Ms. Clous stated that some people did get points for work conditions and environments, like Road Department workers and Jail Medical staff for physical effort and danger, respectively.

Chairperson Tennis asked if a staff person was asked to increase their workload, it would not come into play with classification at all but might with the collective bargaining unit.

Discussion

Commissioner Sebolt asked if the County ever considered looking at new systems for evaluating.

Mr. Cypher stated that previously, the Hay Study, but it was never adopted.

Commissioner Morgan stated that he appreciated all the work that went in to these metrics, but that he felt like basic market economics dictated that if you had high turnover in a position, either the compensation was not high enough or the conditions were poor. He further stated that at the end of the day, prices were a function of supply and demand and hopefully in increasing the salary for the position, there would be less turnover.

Ms. Graham stated that it was not just the Grade, but also the Step that was in question when determining a salary.

Chairperson Tennis stated that Commissioner Grebner had come up with the Grebner Rule, which basically meant that the County budgeted for the long term by taking into account the highest Step for a position.

Chairperson Tennis thanked Ms. Graham and Ms. Clous.

Commissioner Announcements

None.
Public Comment

None.

Adjournment

The meeting was adjourned at 7:18 p.m.

BARB BYRUM, CLERK OF THE BOARD