

LEGISLATIVE AND HUMAN RESOURCES COMMITTEE MINUTES

Tuesday, October 25, 2005 – 8:00 a.m.
Board Room – County Administration Building

MEMBERS PRESENT: Chair Dan Koorndyk; Commissioners Dick Bulkowski, Marvin Hiddema, Nadine Klein, Harold Mast, Paul Mayhue, Tom Postmus, Art Tanis, and Ted Vonk

ALSO PRESENT: County Administrator Daryl Delabbio; Assistant Administrators Mary Swanson and Wayman Britt; Executive Assistant to the Board Jim Day; County Lobbyist Becky Bechler; Civil Counsel Sherry Batzer; Legal Analyst Sangeeta Ghosh; Management Analysts Darwin Baas, Jennifer DeHaan, and Matthew VanZetten; Office Administrator Kelly Berendsen; Human Resources Director Donald Clack; Human Resources Deputy Director Gail Glocheski; Human Resources Managers Tom Carnegie and Marilyn Beemer; Labor Relations Attorney Tom Drenth; Sr. Human Resources Specialist Liz Hawkins; Deputy Director of Fiscal Services Steve Duarte; Facilities Management Director Bob Mihos; Information Technology Director Craig Paull; Sheriff Larry Stelma; Sheriff Administrator Lloyd Pitsch; Chief Deputy Tom Hillen; Chief Circuit Court Judge Paul Sullivan; Deputy Court Administrator Jim Koetsier; Friend of the Court John Cole; Prosecutor Bill Forsyth; County Clerk Mary Hollinrake; County Commissioner Jim Vaughn; Senior Meals Representative Mike DeVrient; and Sr. Administrative Specialist Pam Van Keuren

Chair Koorndyk called the meeting to order at 8:00 a.m.

I. PERFORMANCE MEASUREMENTS REVIEW – INFORMATION TECHNOLOGY

The Committee and Information Technology Director Craig Paull reviewed the performance measurements for Information Technology. A copy of the performance measurements is on file in the Board of Commissioner's Office.

II. PUBLIC COMMENT

Mr. James Vaughn, County Commissioner, spoke on behalf of Michael Scruggs - the nominee for the Department of Human Services Board. He feels Mr. Scruggs will bring a diverse background to the board and would be a good fit.

III. APPROVAL OF THE MINUTES

Ms. Klein moved to approve the September 27, 2005, minutes as written.

Supported by Mr. Tanis.

Motion carried.

IV. LEGISLATIVE UPDATE – PUBLIC AFFAIRS ASSOCIATES

Ms. Bechler reported three major issues have been the focus of the Legislature. The first issue is Securitization which is a billion dollar package securing tobacco funds in order to capture additional dollars to create jobs. This package is waiting final approval of the House. The second issue is the Single Business Tax relief, a proposal introduced several months ago by the Governor that would

benefit major manufacturers and automotive companies. Because of the repercussions it would have on the insurance industry, this proposal was met with skepticism by legislators. This week, the Senate Republicans are expected to submit their own Renew Michigan Proposal (a copy of which is on file in the Board of Commissioners Office). This proposal includes a billion dollar tax break over six years and also ties the tax relief to the States budget situation by limiting the growth of the State's spending to the growth of inflation plus one percent. The Governor is expected to be presented with the Securitization and SBT packages, possibly tied into one, sometime this week. The third issue is the Telecommunications Act re-write. Representative Nofs, Chair of the House Tech & Energy Committee, has introduced a piece of legislation that would benefit the County and hold the County harmless for any communication that may be done currently or in the future. This bill is expected to be passed by the Senate and forwarded to the Governor for final approval.

Other issues the Legislature is working on relative to Kent County include a package of bills dealing with Eminent Domain, a draft Drain Commission bill (possibly ready for final review next week), hotel/motel tax, a provision in the property tax proposal relative to commercial and rental property and how each is taxed, potential legislation relative to the transfer of \$15 million from the Remonumentation Fund to be used to resolve the budget deficit for this year, SB 736 regarding jail costs and how inmates are billed for hospital stays, and the DDA draft legislation. Ms. Bechler added that discussions have taken place with the Attorney General regarding a senior millage ballot proposal and required language for the ballot.

Mr. Tanis stated he attended a recent MAC Judiciary Committee meeting where an issue was brought up by the Michigan Sheriff Association relative to Senate Bills 823, 824 and 825 which shifts the responsibility of jail inspections from the Department of Corrections to the Department of Labor. He is concerned with this issue because this could be costly to counties.

Ms. Bechler replied she would look into this and report back.

Mr. Vonk inquired about legislation regarding an expansion to both the Road Commission and DHS Board.

Ms. Bechler stated that these pieces of legislation have moved through one committee but have not made it through both because of some opposition. She will check the current status on these issues.

Mr. Postmus commented he would like any information that is available on the Senior Millage issue to be kept updated on what is happening in this area.

Mr. Mast mentioned the Renew Michigan proposal does not reference restoring revenue sharing or holding cities and counties harmless if it is not restored. He asked if this plan would generate enough funds to do so and what is happening in this area.

Ms. Bechler replied there are several unresolved questions to this proposal and the concern is that this is predicated on other major budget issues – with revenue sharing being just one example. She added she would raise the question to the legislators on this issue.

Mr. Mast inquired about the DDA legislation and asked what it is in reference to.

Ms. Bechler responded that she has been working closely with Fiscal Services Director Bob White on this issue and together they have had preliminary discussions with the Department of Treasury regarding this legislation. She said she would be happy to provide the committee with a draft of the current proposal.

Chair Koorndyk thanked Ms. Bechler for her report.

V. COMMUNITY CORRECTIONS/CIRCUIT COURT – TRANSFER REPORTING
RELATIONSHIP OF OFFICE OF COMMUNITY CORRECTIONS AND POSITION
CONVERSION

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners to transfer the reporting relationship of the Office of Community Corrections from the County Administrator to Circuit Court Administration, and to convert the position of Community Corrections Coordinator (MPP-24) to Community Corrections Planner (UAW Grade 26). This request is proposed to go to the Board on November 17, 2005. A summary of the request follows:

- The mission of the Office of Community Corrections (KCOCC) is to support and expand the use of community-based, alternative sentencing programs to promote the efficient use of prison and correctional facility beds and to promote public safety. The operation is primarily grant funded and staffing consists of 2.5 FTE.
- Following recent staffing transitions and County budget projections, discussions have been held with Circuit Court to determine the potential of cost savings and operating efficiencies which could be achieved through changing the reporting structure of the program from County Administration to the Circuit Court.
- Realigning the reporting structure would allow the County to take advantage of existing fiscal and grant management capabilities, as well as a supervisory capacity within Circuit Court to perform a significant portion of the work currently assigned to the Community Corrections Coordinator position, thereby freeing time for that position to focus more on the development and administration of alternative sentencing programs, and allowing for a restructuring of the position at a cost savings. The move would also allow for co-location of the KCOCC with other Court functions with which there is significant interaction, reducing overhead costs and allowing for improved staff management.
- Success of the KCOCC programming and achievement of its mission are dependent upon utilization of the programs by the Judges. Realigning the reporting relationship to create a direct line of communication and accountability is expected to create additional efficiencies and utilization of the programs.
- The transfer of the reporting relationship has been supported by the Chief Judge.

No cost or funding is required.

Mr. Postmus moved to recommend to the Board of Commissioners to transfer the reporting relationship of the Office of Community Corrections from the County Administrator to Circuit Court Administration, and to convert the position of Community Corrections Coordinator (MPP-24) to Community Corrections Planner (UAW Grade 26).

Supported by Ms. Klein.

Mr. Hiddema asked if any money would be coming from the general fund towards this.

Mr. Delabbio clarified there is no cost or funding for transferring the Office of Community Corrections to the Circuit Court, however; some money is used primarily towards the cost allocation for the program.

Mr. Hiddema asked if there is a cost difference from switching the positions from a management position to the UAW.

Ms. Swanson replied the position change resulted in a cost savings and this change has been discussed with the UAW since this is a position conversion.

Mr. Mayhue expressed concern with moving the Office of Community Corrections to the Circuit Court and believes this would only narrow the functions of the department. He feels the Board of Commissioners' direct contact with the public has been an asset and would be buffered by the Court if the reporting structure changes.

Ms. Swanson said statutorily the Board of Commissioners will continue to appoint members of the Community Corrections Advisory Board. The requirements for the Comprehensive Justice Planning, input from the stakeholders, and the existing review and recommendation process of the grants will remain within the Circuit Court, and these are contractual obligations for funding as well as the statute that requires the County to be involved through the appointment process. The court has not proposed to have the broad-based community input and to have the comprehensive justice planning requirements, so this would remain the same.

Mr. Bulkowski asked if the Board could expect to see additional alternative sentencing (with measurable outcomes) created in the County as a result of this change.

Judge Sullivan commented that the advantage to this is getting the judges more involved in alternative sentencing. He said although all judges use these programs, there has been somewhat of a disconnect between the judges and the Office of Community Corrections. It will be easier to utilize these programs with this change.

Mr. Mayhue asked if there would be a way to connect a person from the prison re-entry program into these types of programs.

Judge Sullivan said he would look into this, but does not see this being any more difficult under this proposal than it was before.

Motion carried.

VI. DEPARTMENT OF HUMAN SERVICES - APPOINTMENT

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners to appoint Michael Scruggs to the DHS (formerly FIA) Board for the 3-year term November 1, 2005 – October 31, 2008. This request is proposed to go to the Board on October 27, 2005. A summary of the request follows:

- During September 2005, citizen interest in serving on the FIA Board was solicited as a part of the annual solicitation of citizens' interest in serving on the various appointed bodies.
- Legislative and Human Resources Committee Chair Koorndyk and Commissioners Klein and Vonk reviewed the resumes received and interviews were held with selected candidates. Michael Scruggs is recommended for appointment to the DHS Board.

No cost or funding is required.

Mr. Mayhue moved to recommend to the Board of Commissioners to appoint Michael Scruggs to the DHS (formerly FIA) Board for the 3-year term November 1, 2005 – October 31, 2008.

Supported by Mr. Bulkowski.

Mr. Tanis commented he was pleased to see the number of applicants who applied for the appointment and feels this will be a good change.

Mr. Mast expressed concern with losing a long-time member of a three-member board. He is concerned with appointing Mr. Scruggs to the DHS Board and will be opposing this recommendation.

Mr. Mayhue feels this is a good change and is pleased with the recommendation of Mr. Scruggs who has a strong background and will bring a lot of experience to the DHS Board.

Ms. Klein added that this was a difficult decision for the subcommittee because of the number of years Mr. Jamo has served on the board and his expertise he has brought to the board. However, Mr. Scruggs also has a strong background and would be a good fit for the board.

Mr. Vonk added the subcommittee was unanimous with the recommendation and felt Mr. Scruggs is the best choice to fill the position.

Ayes: Commissioners Klein, Hiddema, Tanis, Vonk, Bulkowski, Postmus, and Mayhue

Nayes: Commissioner Mast

Motion carried.

VII. FRIEND OF THE COURT – NEW CLASSIFICATION AND POSITION RECLASSIFICATIONS

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners to approve the creation of one new position classification – Case Services Representative – FOC (UAW Range 13); and to approve various reclassifications of clerical support positions in the Friend of the Court Office. This request is proposed to go to the Board on October 27, 2005. A summary of the request follows:

- The Friend of the Court and the Circuit Court Administrator requested and Human Resources completed a comprehensive study of sixteen clerical positions to address position classification and compensation matters.
- The study examined records management, mail processing, client call center services, and auditing.
- The report makes a number of recommendations, including the creation of one new classification (Case Services Representative – FOC) and the reclassification of 13 positions. Three positions are unchanged. The thirteen recommended reclassifications are:
 1. Four Clerk I positions to Case Services Representatives
 2. One Clerk Typist I position to Case Services Representative
 3. One Clerk Typist II position to Case Services Representative
 4. Three Data Input Clerk positions to Clerk I
 5. Three Data Input Clerk positions to Clerk II, and
 6. One Clerk Typist II position to Clerk II
- The results of the audit have been reviewed and approved by the Circuit Court Administrator and the Friend of the Court.
- The initial annual net cost of reclassifying all affected positions is \$11,548. The additional cost for FY 2005 will be \$2,665.

Cost/Funding Recommendation: \$2,665 for 2005; \$11,548 for 2006. Funds are available in the current 2005 FOC budget and funds are available in the 2006 FOC Budget.

Ms. Klein moved to recommend to the Board of Commissioners to approve the creation of one new position classification – Case Services Representative – FOC (UAW Range 13); and to approve various reclassifications of clerical support positions in the Friend of the Court Office.

Supported by Mr. Mast.

Mr. Hiddema asked if the job functions have changed for the positions that have been reclassified.

Mr. Cole explained that a job audit was requested because of the change in job functions for these positions and because a change in the size of the department has increased the level of service for these positions.

Mr. Postmus asked if there is a pay increase for these job reclassifications.

Mr. Cole replied that some positions will increase in pay as a result of the reclassification.

Motion carried.

VIII. PROSECUTING ATTORNEY – LABOR AGREEMENT – POLC ASSISTANCE
PROSECUTING ATTORNEYS

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners to approve a three-year labor agreement for the period of January 1, 2005, through December 31, 2007, between the County of Kent and the Police Officers Labor Council representing the Assistant Prosecuting Attorneys. This request is proposed to go to the Board on November 17, 2005. A summary of the request follows:

- The Negotiating Committee recommends approval of a three-year labor contract with the Police Officers Labor Council representing the Assistant Prosecuting Attorneys for the Kent County Prosecuting Attorneys' Office.
- First year wages will increase by 2.5%, which is consistent with the increases provided to other employee groups. Wages will be increased 2.25% effective January 1, 2006 and 2.5% effective January 1, 2007.
- The total addition to base salary costs over the life of the contract is \$349,644. The total addition to wage-based benefit costs is \$72,258. Negotiated health care plan changes are cost neutral for fiscal year 2006, but can be expected to provide cost savings to the County if health care costs continue to increase.
- The total three-year increase to salary and benefit costs is \$421,902.
- The total base wages with the scheduled increase are approximately \$2,722,897.
- The contract affects 34 full-time attorneys who work in the Prosecutor's Office. The proposed contract has been ratified by the membership.

Cost/Funding Recommendation: \$420,705. Funds are available in the 2005 adopted budget, and will be included in the 2006 recommended budget.

Ms. Klein moved to recommend to the Board of Commissioners to approve a three-year labor agreement for the period of January 1, 2005, through December 31, 2007, between the County of Kent and the Police Officers Labor Council representing the Assistant Prosecuting Attorneys.

Supported by Mr. Mast.

Ms. Klein asked if the wage increase effective January 1, 2005 will be given in a lump sum.

Mr. Delabbio answered yes.

Motion carried.

IX. MISCELLANEOUS

DHS Board Appointment

Mr. Mayhue stated he will be absent at the October 27, 2005, Board Meeting and wanted to thank the Legislative Committee members for its support and recommendation of Mr. Scruggs to the Department of Human Services Board.

UAW Labor Contract

Mr. Mast asked what the status is on labor negotiations with the UAW.

Mr. Delabbio replied that the County is waiting for fact finding to take place in mid-November.

X. ADJOURNMENT

There being no further business for discussion, Chair Koorndyk adjourned the meeting at 9:10 a.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION _____

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