

Craig Longnecker
County Administrator

Todd Campbell
Deputy Administrator



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**HUMAN RESOURCES COMMITTEE
THURSDAY, NOVEMBER 19, 2020 AT 10:30 A.M.
(OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING)
JOIN VIA TELEPHONIC CONFERENCE: Dial 1-253-215-8782 ~ MEETING ID: 991 177 466
OR VIDEO CONFERENCE: [HTTPS://US02WEB.ZOOM.US/J/991177466](https://us02web.zoom.us/j/991177466)
PURSUANT TO PA 228 of 2020, DUE TO COVID-19 PANDEMIC**

1	10:30	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	10:35	LIMITED PUBLIC COMMENTS (PLEASE PRESS *6 TO UNMUTE AND IDENTIFY YOURSELF CLEARLY BEFORE SPEAKING. PRESS *6 AFTERWARDS)
3	10:40	COMMITTEE/COMMISSION APPOINTMENTS (ADMINISTRATION)
4	10:45	FRIEND OF THE COURT – REORGANIZATION REQUEST
5	10:55	COMMISSIONERS' COMMENTS
6	11:00	ANY OTHER BUSINESS
MEETING STARTS PROMPTLY AT CALL TO ORDER TIME LISTED OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING. AGENDA ITEM TIMES MAY VARY		
** IF YOU WISH TO PROVIDE INPUT OR ASK QUESTIONS ON ANY BUSINESS THAT WILL COME BEFORE THE PUBLIC BODY AT THE MEETING, PLEASE CALL (989) 224-5120**		

PACKET INFORMATION IS CURRENT AS OF POSTING DATE. **NOTE:** ADDITIONAL INFORMATION MAY BE PRESENTED ON SCHEDULED AGENDA ITEMS. AGENDA ITEMS MAY ALSO BE ADDED DUE TO BUSINESS NEEDS.

TO REQUEST ACCOMMODATIONS OR MATERIALS IN AN ALTERNATIVE FORMAT, PLEASE CONTACT ADMINISTRATION AT (989)224-5120 OR TDD USERS WITHIN CLINTON COUNTY MAY DIAL 9-1-1 FOR GENERAL COUNTY SERVICES OR USE MICHIGAN RELAY 1-800-649-3777 OR THE NATIONAL RELAY NUMBER OF 7-1-1 NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

COMMITTEE AGENDA ITEM

DATE OF MEETING: 11/19/2020	ESTIMATE OF TIME NEEDED: 5 min	NUMBER OF ATTACHMENTS:	REQUESTOR: Administration
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BRIEFLY DESCRIBE THE ISSUE THE COMMITTEE IS BEING ASKED TO CONSIDER:

Vacancies:

1. **Clinton County Library Board:** There is a vacancy on the Clinton County Library Board for the remainder of a three (3) year term expiring June 30, 2022.
2. **DPW Board:** There is a vacancy on the DPW Board for the remainder of a three (3) year term expiring December 31, 2021.
3. **Community Mental Health Board:** Jim Rundborg is resigning from the Community Mental Health Board effective December 1, 2020. His three (3) term was due to expire on December 31, 2022.

Reappointments:

1. **Construction Appeal Board:** Robert McComb's two (2) year term is due to expire on December 31, 2020. He wishes to be reappointed; however he will be out of the state for a few months in the winter.

REQUESTED ACTION:

ADDITIONAL INFORMATION:

Craig Longnecker
County Administrator


Todd J. Campbell
Deputy Administrator



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TO: Human Resources Committee

FROM:



Craig Longnecker
Clinton County Administrator

SUBJECT: FOC Reorganization

DATE: November 12, 2020

Attached you will find a restructuring plan for the FOC office described in a memo from Judge Sullivan. As noted in the memo Gary Haffey, our current FOC, is retiring at the end of the year. As a result the Judge worked with Administration to craft a proposed plan to reorganize management and referee duties. Below is a breakdown of the current position/salary –vs- the proposed position/salary. As you will note the proposed salary cost does not exceed the current salary cost.

Position	Current Salary	Proposed Salary
FOC	\$104,427	\$80,000
Deputy FOC	\$64,741	\$62,044
Attorney Referee	N/A	\$72,500
Sr. Enforcement Officer	\$56,025	N/A
Total	\$225,193	\$214,544

Administration supports the Judge's reorganization plan as it best utilizes the skills and abilities of current staff while controlling costs and maintaining the same FTE count.

Suggested Action:

Approve Judge Sullivan's FOC Reorganization Plan.

MEMORANDUM

TO: Craig Longnecker; Randy Avery
FROM: Judge Sullivan
DATE: November 6, 2020
RE: Restructuring of FOC office

I wanted to follow-up on our conversation regarding upcoming personnel changes at the Friend of the Court office. As you know, Gary Haffey is retiring at the end of the year. He currently serves as Friend of the Court and Attorney Referee. In his absence, there will be no attorney in that office, and because the office is required to draft orders, it will be necessary to have an attorney in some staff position. Linda Fox and Terri Paradise do outstanding work, and during our COVID challenges, they have kept the office running effectively to serve our families. Therefore, I am proposing the following:

- **Promote Linda Fox from Deputy FOC to FOC.** She would increase from a Grade 10 to an unclassified position. Based on research of salaries for non-attorney FOCs, her salary range would be from \$75,000 - \$85,000. I would recommend \$80,000.
- **Promote Terri Paradise from Sr. Enforcement Office to Deputy FOC.** She would increase from a Grade 8 to a Grade 10. Because of her current salary, I would recommend her to start at the Year 2 level.
- **Contract out for an Attorney Referee.** This position would require an employee status because of certain requirements that are necessary to impose on the job duties; however, the County could minimize the benefits offered. Based on my experience in hiring for this position in Gratiot County, we needed to offer \$70,000 - \$75,000 annually. I would suggest a starting salary of \$72,500.

I am including revised Job Descriptions for each of these 3 positions. In addition, I am working on a proposed contract for the Referee in the event these changes are approved by the Board. As always, thank you for your help with this process.