

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
WEDNESDAY, APRIL 12, 2023 at 3:00 P.M.
125 EAST SECOND STREET — MONROE, MI 48161
(734) 240-7003

COMMITTEE MEMBERS:
Randy Richardville, Chairman
Mark Brant, Greg Moore, Jr., David Swartout and David Vensel

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES (03/15/2023)
- VI. COMMITTEE BUSINESS
 - 1. Letter dated March 31, 2023, from Chief Judge Mark Braunlich and Judge William Paul Nichols, 38th Circuit Court, requesting approval to create a part-time Adult Drug Treatment Court Coordinator position in the Adult Drug Treatment Court. Funding is included in the grant budget.
 - 2. Letter dated March 31, 2023, from Ms. Annamarie Osment, Monroe County Clerk-Register of Deeds requesting approval to re-organize the Vital Records/ Elections Division of the County Clerk's office.
 - 3. Letter dated March 28, 2023, from Ms. Jessica Paladino, Monroe County Indigent Defense Managing Attorney, requesting approval to transition the part-time Coordinator position to a full-time position effective upon approval of the County and MIDC with funding in the FY23 grant. Additionally, request approval of the County to create a part-time Secretary position and include this position in next grant application for FY24 to Michigan Indigent Defense Commission.
 - 4. Letter dated March 21, 2023, from Ms. Kim Comerzan, Health Officer submitting a succession and staffing plan for the Public Health Department.
- VII. NEW BUSINESS
- VIII. OLD BUSINESS
- IX. CITIZENS TIME
- X. INFORMATION

XI. COMMISSIONERS TIME

XII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
MARCH 15, 2023 AT 1:00 P.M.

I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners was held in the Board Chambers in the City of Monroe on Wednesday, March 15, 2023. Chairman Richardville called the meeting to order at 1:00 p.m.

II. Roll call by Deputy Clerk, Lisa Sanders as follows:

PRESENT: Mark Brant, Greg Moore, Jr., Randy Richardville, David Swartout and David Vensel

ABSENT: None

A quorum being present, the Operations Committee was able to conduct business.

Lisa Graham and Crystal Palmer of Monroe Community Mental Health Authority were also in attendance.

III. PLEDGE OF ALLEGIANCE—Commissioner Vensel led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA (03/15/2023)

Motion by Commissioner Swartout, supported by Commissioner Moore to approve the March 15, 2023 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (10/31/2022)

Motion by Commissioner Moore, seconded by Commissioner Swartout to approve the October 31, 2022 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated February 9, 2023, from Judge Cheryl Lohmeyer, Chief Probate Judge, requesting approval to add a part-time Records Process Clerk position to the Probate Court. Funding is included in the 2023 Budget.

Ms. Melissa Strong, Director of Juvenile Services/Probate Court Administrator, explained the request.

Motion by Commissioner Brant, supported by Commissioner Vensel to accept the communication, place it on file, and recommend to the full Board to approve the request to add a part-time Records Process Clerk position in Probate Court.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		
David Vensel		

Motion carried.

2. Letter dated March 15, 2023 from Ms. Stacey Goans, Employment and Training Director, requesting approval for the Employment and Training Reorganization Plan.

Ms. Goans explained the request.

Motion by Commissioner Swartout, supported by Commissioner Moore to accept the communication, place it on file, and recommend to the full Board to approve the request for the Employment and Training Reorganization Plan.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		
David Vensel		

Motion carried.

3. Presentation by Critical Response Strategies.

Tudor Dixon, Will Adkins and Luis Disotaur explained how Critical Response Strategies (CRS) works and that they would like to begin a pilot program in Monroe County. They would provide a Case Management system for the Mental Health partners in Monroe County. Discussion commenced and questions about the program were asked and answered. Anthony Cox answered questions about the financial side of the program.

A comprehensive proposal was requested. Commissioner Brant asked if it is legally allowable for the County to fund this program. The Board of Commissioners is statutorily bound on what they can and cannot spend taxpayer dollars on. Who would

manage any grant funding of this program? Chairman Richardville will work to get a comprehensive proposal.

No action was taken.

VI. NEW BUSINESS –None

VII. OLD BUSINESS –None

VIII. CITIZENS TIME – None

IX. INFORMATION–None

X. COMMISSIONERS TIME –
No comments by Commissioners.

XI. ADJOURNMENT – With no further business, Commissioner Richardville adjourned the meeting at 2:35 p.m.



State of Michigan

HONORABLE MARK S. BRAUNLICH
38TH JUDICIAL CIRCUIT COURT JUDGE
COUNTY OF MONROE

March 31, 2023

Chairman Randy Richardville
Monroe County Board of Commissioner-
Operations Committee
125 E. Second Street
Monroe, Michigan 48161

Re: 38th Circuit Court Request to Hire Adult Drug Treatment Court Coordinator

The 38th Circuit Court is requesting approval from the Monroe County Operations Committee to hire a coordinator to assist in the formation and administration of our community's first Adult Drug Treatment Court.

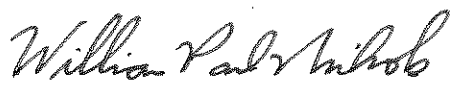
The State Court Administrative Office previously awarded a grant in the amount of \$20,000.00 for the fiscal year running from October 1, 2022 through September 30, 2023. Since most of the initial planning phase has been completed, we intend to hire a Coordinator to assist with finalizing the policies and procedures for this program. Additionally, the Coordinator will be responsible for data collection and entry into the Drug Court Case Management Information System.

Accordingly, the 38th Circuit Court respectfully requests to appear before the Operations Committee at your next scheduled meeting on April 12, 2023 to seek formal approval to proceed with the hiring process.

In the interim, please contact us if you require any additional information.

Respectfully,


Hon. Mark S. Braunlich
Chief Judge 38th Circuit Court


Hon. William Paul Nichols
38th Circuit Court,
Adult Drug Treatment Court Judge

HIRING REVIEW FORM

Department: 38th Circuit Court

Vacancy Job Title: Adult Drug Treatment Court

Brief Job Description:

Under the direction of the Adult Drug Court Judge, coordinates policy, procedure and programming for the ADTC. Responsible for data collection and entry into the Drug Court Case Management System.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

The 38th Circuit Court obtained grant funding for the Adult Drug Treatment Court for the period running from October 1, 2022 through September 30, 2023. During the first two quarters of the budget cycle most of the planning phase has been completed and we now seek to hire someone to fill the vacant Coordinator position. Hiring someone is extremely important for the future of the Adult Drug Court since funding will not likely be available in the next grant cycle if the current grant funds are not expended or if there is no viable plan in place to move forward with the ADTC.

Completed By: Hon. William Paul Nichols DATE: March 31, 2023

Human Resources/ Finance Use:

Conclusion:

Finance: No additional appropriation is necessary. Cost of position is included in grant budget.

Human Resources: Position will be hired in accordance to County policies.

Finance Reviewer: Sue Maier

DATE: 04/04/2023

HR Reviewer: Aundrea Armstrong

DATE: 04/04/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ADULT DRUG TREATMENT COURT COORDINATOR

Department: 38TH Circuit Court

Wage Grade: Rye-11

FLSA Status: Non-Exempt

Affiliation: Non-Union

Overview:

Under the direction of the Adult Drug Treatment Court (ADTC) Judge, the Coordinator will interact with treatment providers, defense counsel, jail administration, court personnel and relevant county agencies to coordinate the intake and progress of participants in the program. Provides administration, coordination and training materials for ADTC team members requiring independent judgment and decision-making. Responsible for maintaining the policy, procedure and programming for the ADTC and will collect data in compliance with SCAO minimum standards. Responsible for data entry into the Drug Court Case Management Information System (DCCMIS) and the Drug Case Analysis System (DCAS) as well as submitting financial reports and annual grant.

Essential Functions: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily]*

- Serve as the primary point of contact for all participants and treatment team members.
- Serve as the initial point of contact for all new referrals to the ADTC. Including coordinating the completion of the application process for prospective participants such as the ADTC referral forms, screening and interviewing the participant, and executing the participation agreements, criminal justice consent to release information forms, ADTC referral forms, and Advice of Rights forms. May be required to go to Monroe County Jail to interview participants.
- Maintain a policy and procedure handbook for both participants and team members in compliance with any statewide guidelines, generally accepted best practices and special needs and resources of the local jurisdiction.
- Collect and submit data in compliance with SCAO tracking requirements, including the DCCMIS.
- Ensure the accreditation of the ADTC, including a comprehensive overview of the certification process and compliance with SCAO site visits. May develop statistical reports using the DCAS.
- Schedule and attend all treatment team meetings and necessary court review sessions.
- Compile information on participant compliance with conditions of the ADTC participation and ensure it is accurately communicated to and considered in the treatment team meetings, including preparation of case compliance and progress summaries for the ADTC hearings.
- Responsible for drafting all grant applications, preparing regular reports in the management of the grant and providing accurate record keeping.
- Prepares the budget for the ADTC, with assistance from the Judge, including all contracts with treatment providers and vendors, and/or any needs from the local funding unit and maintaining the annual grant budget, including quarterly reimbursements requests.
- Periodically organize meetings of community stakeholders to identify new participant resources.
- Work closely with the probation officer to ensure participant compliance and progress.

- May facilitate understanding and resolution of conflicts that may arise in operations of the ADTC.
- Organize graduation ceremony for participants that have successfully completed the ADTC program.
- Promote the ADTC by education public officials, relevant professional organizations, the media and the community at large.
- Member of the Michigan Association of Treatment Court Professionals (MATCP).
- Attend MATCP annual conference and other relevant trainings.
- Identify training resources and educational events for all members of the ADTC.
- Ensure compliance with all Federal confidentiality policies and procedures (i.e. HIPPA).
- All other duties as directed by the ADTC Judge.

EMPLOYMENT QUALIFICATIONS: *[The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.]*

Education & Experience:

An associate's degree in business administration, criminal justice, public administration, public policy, or a related field with five years of experience working in a trial court or government agency or a bachelor's degree in business administration, criminal justice, public administration, public policy, or a related field. Bachelor's degree preferred.

Other Requirements:

- Must sign a Monroe County Court Employee model code of conduct.
- Valid driver's license

Knowledge of:

- Structure of the Michigan Trial Court System and criminal justice system
- Michigan Court Rules and local, state and federal laws
- Advanced computer applications
- Basic accounting skills
- Grant writing and reporting
- Best practices in Substance Abuse
- Monroe County resources available and necessary to the specific needs of persons in an Adult Drug Treatment Court
- Human behavior and performance, individual differences in ability, personality and interests; learning and motivation abilities, basic assessment of behavioral and affective disorders
- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar

Preference for knowledge of:

- Judicial Information System (JIS)
- State grant coordination and management (WebGrants)
- Drug Court Case Management System (DCCMIS)
- Drug Court Analysis System (DCAS)

Skill in:

- Accurate data collection and active listening with court users and/or employees
- Communicating the order of the Court and conveying the importance of compliance to established procedures
- Attention to detail and persistence in follow-up matters with court users and/or employees
- Training others in established workflows

Ability to:

- Apply and combine pieces of information to form general rules or conclusions to produce answers that makes sense
- Handle confidential information with great sensitivity
- Work well under pressure, meeting multiple and sometimes conflicting deadlines
- Communicate information and recommendations in writing so others will understand
- Recognize issues that interfere with the ability to meet and maintain performance expectations and address them
- Recognize the needs and concerns of the Court when dealing with court users, employees or others
- Communicate effectively both orally and in writing
- Work independently and set priorities to meet deadlines and to also work well in a team environment
- Understand and follow oral and written instructions

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as a general guideline that should be considered along with other job related selections or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access departmental files.
- Ability to enter and retrieve information from a computer
- Ability to access all areas of the Courthouse.
- Vision to read printed materials and a computer screen
- Hearing and speech sufficient to communicate in person or over the telephone
- Ability to climb, bend, stoop, lift 20 lbs, carry, push a cart and work in a normal office setting and use standard office equipment including a computer
- Possession of a valid driver's license
- May need to drive a County or personal vehicle in the course of the work

Working Conditions:

- Works in office conditions
- May be in regular contact with persons charged and/or convicted of criminal offenses
- May have occupational exposure during the performance of job duties

Point Factor Analysis

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services & Operations	Document Concentration	Work Environment	Total Points	Grade	Grade Point Parameters
Position															
Treatment Court Coordinator	313	c4	370	300	-	-	370	100	80	325	40	10	1908	11	1901-2050

ITEM	DATE	DEPT	UN#	JOBGR	ST	CLASSIFICATION	WAGES	FRINGES	TOTAL
PROPOSED	5/1/23-9/30/23	13101	PART-TIME			PT-DRUG COURT COORDINATOR	\$ 8,286	\$ 914	\$ 9,200
						TOTAL COST/(SAVINGS)	\$ 8,286	\$ 914	\$ 9,200
FINANCE CONCLUSION:									
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITION IS INCLUDED IN GRANT BUDGET.									
ANNUAL PROPOSED*	5/1/23-9/30/23	13101	PART-TIME			PT-DRUG COURT COORDINATOR	\$ 8,286	\$ 914	\$ 9,200
*STATE GRANT WHICH ENDS 9/30/23									



ANNAMARIE OSMENT

Monroe County Clerk/Register of Deeds

Monroe County Courthouse • 106 East First Street • Monroe, Michigan 48161-2185

Telephone:

Clerk: (734) 240-7020

Deeds: (734) 240-7390

Fax:

(734) 240-7045

Email:

annamarie_osment@monroemi.org

March 31, 2023

Mr. Randy Richardville, Chairman
Operations Committee
Monroe County Board of Commissioners
125 E Second Street
Monroe, MI 48161

RE: Vital Records/Elections division Re-Organization

Dear Chairman Richardville and Committee members:

The recent constitutional amendments made by the passing of Proposal 22-2 significantly affect our elections. These changes will require more forward thinking, collaboration, and significantly much more effort. We are still unclear to what extent the Clerk's Office will be effected. We do know for all Federal and State elections there is a requirement for nine (9) days of early voting. This change will require additional work and responsibility in the Elections Division of our office. We are asking for your consideration to change the structure of our elections division from one (1) staff to two (2) and the addition of a temporary employee in order to meet the new demands.

The Elections Coordinator position that was vacated due to retirement, is being filled from within our office staff. We are requesting the vacant position, Vital Records Grade 5, be replaced with a Vital Records/Elections Specialist position Grade 6. We would also request to add a temporary position to have the retired Elections Coordinator return on a temporary basis to assist during elections cycles and continue to assist with the transition of the new Elections Coordinator. These changes are well within our budget to implement.

Attached is the proposed organizational chart, job description, point-factoring, and cost analysis for the proposed changes. We would appreciate your support in our vision to improve services to our community and request the Operations Committee recommend approval of these changes to the County Clerk's Office.

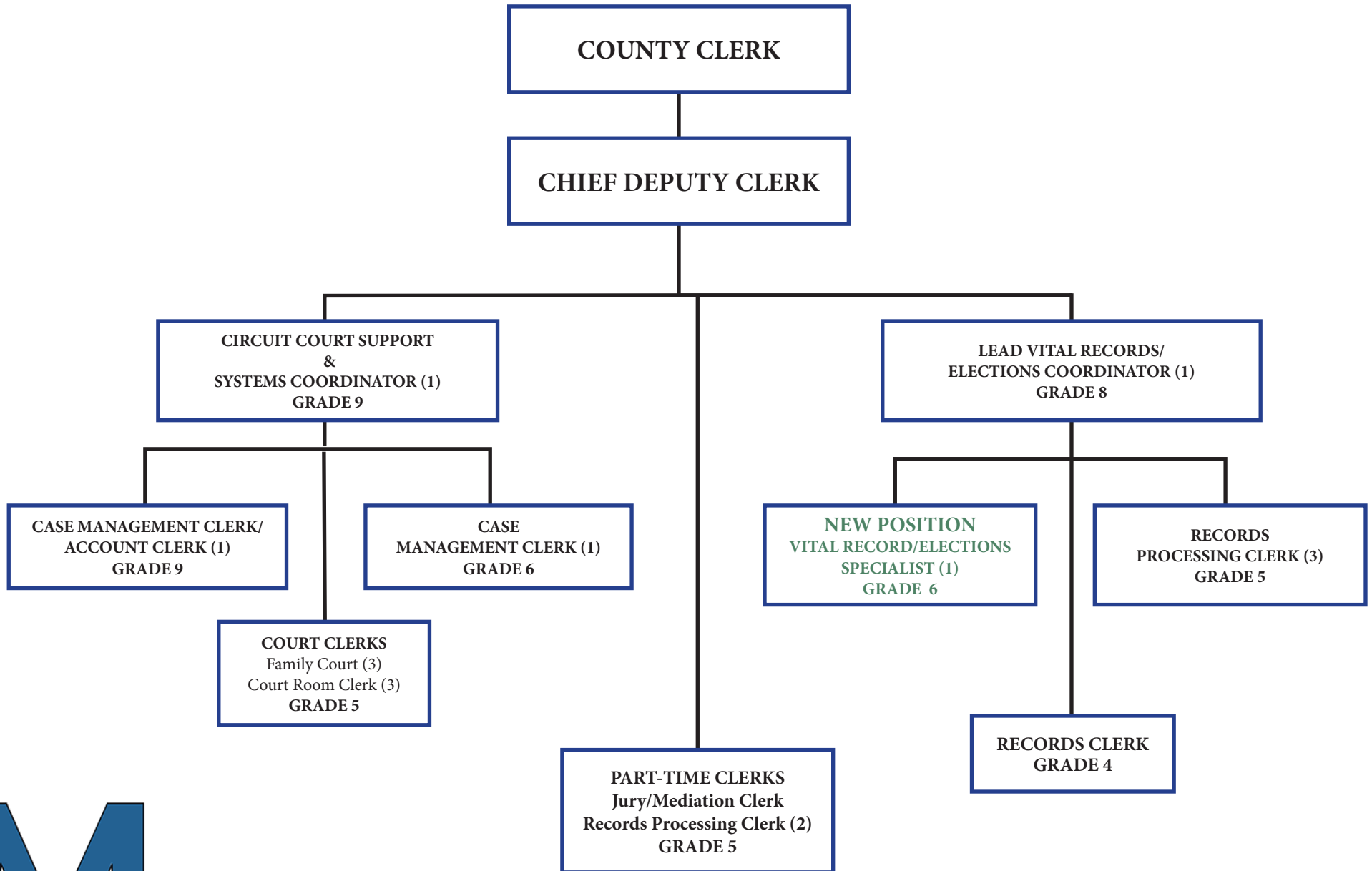
Respectfully,

A handwritten signature in black ink, appearing to read "Annamarie Osment", written over a horizontal line.

Annamarie Osment
County Clerk/Register of Deeds

MONROE COUNTY CLERK

Organizational Chart



HIRING REVIEW FORM

Department: County Clerk

Vacancy Job Title: Vital Records/Elections Specialist

Brief Job Description:

Assists the Elections Coordinator in the conduct of all elections in the County. Assists as liaison to the State Elections Bureau, city, township, and village clerks and to any candidate for office in the County of Monroe. Also serves the public at the vital records window.

Budgeted Position:

☐

YES

If YES, are Funds Available?

☐

YES

* Must be verified by Finance/HR

☐

NO

*Must provide Funding Plan, verified by

☒

NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

This position is crucial due to the additional requirements due to the constitutional changes to election law from Proposal 22-2. The additional assistance is needed to meet the requirements and deadlines imposed by these and further legislative changes.

Completed By: Annamarie Osment DATE: 03/29/2023

Human Resources/ Finance Use:

Conclusion:

Finance: No budget adjustment is necessary. Cost of position is included in the 2023 budget.

Human Resources: Position will be filled in accordance to the Collective Bargaining Agreement and County policy.

Finance Reviewer: Sue Maier DATE: 03/31/2023

HR Reviewer: Aundrea Armstrong DATE: 03/31/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

**MONROE COUNTY
VITAL RECORDS / ELECTIONS SPECIALIST**

<u>Department:</u>	<u>County Clerk</u>	<u>Wage Grade:</u>	<u>6</u>
<u>FLSA Status:</u>	<u>Non-Exempt</u>	<u>Affiliation:</u>	<u>TPOAM- General</u>

GENERAL SUMMARY:

Under the general supervision of the Vital Records Lead/Elections Coordinator, is assigned to the Vital Records division and Elections division of the Clerk's Office. Is responsible for assisting in all aspects of the general coordination of all Federal, State, and local Elections in Monroe County ensuring compliance with State and Federal Election and campaign finance laws. Assists the Elections Coordinator as liason to the State Elections Bureau, city, township and village clerks and to any candidate for office in the County of Monroe. Also helps serve the public at the vital records window.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Serve the public at the vital records window which includes preparation of birth, marriage and death certificates, accepting payments for fines/costs, processing gun permit applications, fingerprinting, D/B/A applications, VitalCheck requests for birth, death, marriage and divorce records.
- Handles mail received for birth, death, marriage and divorce records and voter registrations.
- Assists in the activities of elections within Monroe County, insuring accuracy, efficiency and compliance of State and Federal Election laws.
- Assists with the preparation of ballots for a 64 jurisdictions and multiple ballot styles in the County of Monroe for all elections, distributes voter registrations to local clerks, and prepares required state reports.
- May prepare memory cards and device accessories for every precinct for election. Provides election support to applicable jurisdictions leading up to every election on Election Day, uploads election night results from all Monroe County jurisdictions into the Election System to compile Unofficial and Official results and distributes those as needed.
- Assists with accepting annual campaign finance reports, Statement of Organization forms, late contribution reports, and post-election campaign finance compliance statements.
- Assists with collecting nominating petitions for candidates and enters all signatures into the Qualified Voter File (QVF) to verify that enough valid signatures have been obtained to place candidate on ballot.

- May assist with Campaign Finance and candidate disclosure and reporting requirements. Provides necessary forms, assesses fines, and prepares relative correspondence.
- Works with County Election Commission to review and approve ballot content for offices, candidates, and proposal language.
- Assist with recall by accepting petition language filing, qualifying petition signatures, and coordinating the recall election ballots.
- Inputs voter registration totals in the election computer, prepares the “Statement of Votes Cast” report for the State of Michigan on Election Day, and completes the on-line reporting system on election day, operates election computer to receive election results uploads results from AccuVote Memory Cards, prepares final election report for State of Michigan and Board of Canvassers.
- Assists the Board of Canvassers to certify election results and provides certified results to townships, cities, villages and schools.
- Monitors election law updates daily through the Bureau of Elections and provides assistance with updates monthly to the County Clerk’s Association.
- May serve as the point of contact for all jurisdictions with problems they may have regarding elections and on Election Day.
- Must maintain accreditation every two years through Bureau of Elections.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS:

Education:

High school graduate or equivalent

Experience:

Election administration experience preferred

One year general clerical experience

Other Requirements:

Knowledge of:

- Clerical procedures and systems such as word processing, use of computers and computer software (MS Word/MS Excel, AS400, FASBE)
- Election software including QVF, AutoMark System, Accuvote, or any current State Election Systems
- Principles and process for providing customer and personal service
- Some knowledge of election law

Skill in:

- Prioritizing and meeting required deadlines
- Handling interruptions without losing on-the-job effectiveness
- Being proactive with improvements and concerns related to job duties
- Using sound, independent judgment within established policy and procedural guidelines
- Using technology appropriate to the position held
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Talking to others to convey information effectively

Ability to:

- Recognize the needs and concerns of people and to maintain constructive relationships in dealing with them
- Follow through until task is completely finished
- Review priorities and adapt them to changing circumstances
- Meet and maintain performance expectations and address any issues therewith

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access department files
- Ability to enter and retrieve information from computer
- Mobility to climb, bend, stoop, lift 30 lbs, carry, push a cart and work in a normal office setting and use standard office equipment including a computer
- Vision to read printed materials and a computer screen
- Hearing and speech sufficient to communicate in person or over the telephone

Working Conditions:

Works in office conditions

Required to work election evenings. Longer hours will occur during state and federal elections.

Point Factor Analysis

Job Title/ Factors	Educatio n & Experien ce	Ed/ Ex #	Judgment & Independe nce	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technolo gy	Impact on Programs, Services & Operations	Documen t Concentr ation	Work Environ ment	Total Points	Grade	Grade Point Parameters
<u>Proposed New Position</u>															
Vital Records/Elections Specialist	173	a2	220	180	-	-	190	50	80	200	60	5	1158	6	1151-1300

HIRING REVIEW FORM

Department: County Clerk

Vacancy Job Title: Temporary Elections Coordinator Assistant

Brief Job Description:

Assist Elections Coordinator in the conduct of all elections in the County. Assists as liaison to the State Elections Bureau, city, township, and village clerks and to any candidate for office in the County of Monroe. This position will only be utilized on a limited basis during election cycles.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

This position is crucial due to the additional requirements due to the constitutional changes to election law from Proposal 22-2. The additional assistance is needed to meet the requirements and deadlines imposed by these and further legislative changes.

Completed By: Annamarie Osment

DATE: 3-27-2023

Human Resources/ Finance Use:

Conclusion:

Finance: No budget adjustment is necessary. Cost of position is included in the 2023 budget.

Human Resources: Retiree will transition to temporary position in accordance with county policies.

Finance Reviewer: Sue Maier

DATE: 03/31/2023

HR Reviewer: Aundrea Armstrong

DATE: 03/31/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE	Department	Union	Grade		WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2023	21500	union_04G	RYE05	RECORDS PROCESSING CLERK	\$ 40,602	\$ 37,959	\$ 78,561
ANNUAL BUDGET	2023	21500	union_04G	RYE08	VITAL RECORDS/ELECTIONS COORD	\$ 51,230	\$ 41,724	\$ 92,954
					TOTAL BUDGET	\$ 91,832	\$ 79,683	\$171,515
ACTUAL COST	THROUGH 3/12/23	21500	union_04G	RYE05	RECORDS PROCESSING CLERK	\$ 9,259	\$ 7,445	\$ 16,704
ACTUAL COST	THROUGH 3/13/23	21500	union_04G	RYE08	VITAL RECORDS/ELECTIONS COORD	\$ 12,825	\$ 8,475	\$ 21,300
					TOTAL ACTUAL	\$ 22,084	\$ 15,920	\$ 38,004
					AVAILABLE BUDGET	\$ 69,748	\$ 63,763	\$133,511
PROPOSED-NEW HIRE	DOH: 4/24/22 STEP 1	21500	union_04G	RYE06	VITAL RECORDS/ELECTIONS SPEC	\$ 24,100	\$ 11,116	\$ 35,216
PROPOSED	PROMOTION EFFECTIVE 3/13/23	21500	union_04G	RYE08	VITAL RECORDS/ELECTIONS COORD	\$ 32,904	\$ 31,231	\$ 64,135
PROPOSED	100 HOURS	21500	union_04G	TEMP	TEMP HELP	\$ 2,463	\$ 235	\$ 2,698
					TOTAL COST-STEP 1 NEW HIRE	\$ 59,467	\$ 42,581	\$102,048
					TOTAL COST/(SAVINGS)-STEP 1	\$ (10,281)	\$ (21,182)	\$ (31,462)
PROPOSED-TRANSFER	TRANS EFF 4/24/23 STEP 9	21500	union_04G	RYE06	VITAL RECORDS/ELECTIONS SPEC	\$ 30,143	\$ 24,397	\$ 54,540
PROPOSED	PROMOTION EFFECTIVE 3/13/23	21500	union_04G	RYE08	VITAL RECORDS/ELECTIONS COORD	\$ 32,904	\$ 31,231	\$ 64,135
PROPOSED	100 HOURS	21500	union_04G	TEMP	TEMP HELP	\$ 2,463	\$ 235	\$ 2,698
					TOTAL COST-STEP 9 TRANSFER	\$ 65,510	\$ 55,863	\$121,373
					TOTAL COST/(SAVINGS)-STEP 9	\$ (4,238)	\$ (7,900)	\$ (12,138)
					REMAINING EMPLOYER RETIREE HEALTH CARE CONTRIBUTION TO BE TRANSFERRED:	\$ 19,460		
FINANCE CONCLUSION:								
NO BUDGET ADJUSTMENT IS NECESSARY; COST OF POSITION IS INCLUDED IN BUDGET.								
ANNUAL PROPOSED-NEW HIRE	2023	21500	union_04G	RYE06	VITAL RECORDS/ELECTIONS SPEC	\$ 35,093	\$ 22,699	\$ 57,792
ANNUAL PROPOSED-TRANSFER	2023	21500	union_04G	RYE06	VITAL RECORDS/ELECTIONS SPEC	\$ 43,888	\$ 36,000	\$ 79,888
ANNUAL PROPOSED	2023	21500	union_04G	RYE08	VITAL RECORDS/ELECTIONS COORD	\$ 41,021	\$ 38,166	\$ 79,187
ANNUAL PROPOSED	2023	21500	union_04G	TEMP	TEMP HELP	\$ 2,463	\$ 235	\$ 2,698

MONROE COUNTY INDIGENT DEFENSE

Managing Attorney
Jessica M. Paladino

Indigent Defense Coordinator
Melanie Young



District Court Attorneys
James Bartlett
Alec Chabalowski
David Michael Bogard

125 E. Second Street
Monroe, MI 48161-2197
734.240.7634 FAX: 734.240.7385

March 28, 2023

Mr. Randy Richardville, Chairman
Operations Committee
Monroe County Board of Commissioners
125 E. Second Street
Monroe, Michigan 48161

Re: Request to move part-time Indigent Defense Coordinator to full-time status and the addition of a part-time Secretary position

Dear Chairman and Members of the Operations Committee,

In December 2019, the County hired a part-time Grant Coordinator for the Indigent Defense Department. Since then, the workload of the Indigent Defense Coordinator has increased significantly. The Indigent Defense Coordinator is responsible for assigning cases, tracking assigned cases, and gathering data for reporting to the Michigan Indigent Defense Commission (MIDC) including submitting quarterly reports. In addition, this employee is responsible for receiving invoices from roster attorneys and processing those invoices for payment through the Finance Office, fielding phone calls from indigent defendants and their family members, and performing general administrative tasks. The Coordinator is utilizing the maximum hours allotted as a part-time employee. There are often times when she is not able to complete tasks due to her hours being exceeded. There is a need for her to be in the office on a full-time basis to perform the work assigned, which is not able to be done at this current time in an efficient manner. In 2020, 1,791 cases were assigned through our system, as opposed to 2,521 in 2022.

We are requesting this change now as opposed to the next state fiscal year and our grant year. We have identified funds that are available from the FY 2023 Grant award and there would be no additional cost for this request from either the state or County share amount of the grant. In our FY 2024 Grant application, we requested funding to move this position from part-time to full-time based on the outline above. The Grant Application will be submitted in late April and we anticipate that it will be approved. We are requesting the approval of the Operations Committee on this matter and a recommendation to the full board.

Additionally, we are requesting to add a part-time Secretarial Position. In May of 2022, the County hired a full-time Managing Attorney. This attorney is responsible for the Administrative functions of our office as well as carrying a caseload of indigent defendant clients. The support of a Secretary would be beneficial to both the Managing Attorney and Coordinator. The Secretary will provide secretarial services for the

Managing Attorney along with general secretarial functions for the Department. These general functions include reviewing dockets to ensure coverage, maintaining an office calendar, answering telephone calls, inputting data into defender data, maintaining files, and maintaining office supplies, among other support tasks.

We are requesting this change for the next fiscal state year and our grant year (FY 2024). In our FY 2024 Grant Application, we requested funding for this position. The Grant Application will be submitted in late April and we anticipate that it will be approved. No additional appropriation is required, the cost is included in the grant. We are requesting the approval of the Operations Committee on this matter and a recommendation to the full board.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to be 'JMP', written in a cursive style.

Jessica M. Paladino
Monroe County Indigent Defense Department
Managing Attorney

HIRING REVIEW FORM

Department: Indigent Defese Department

Vacancy Job Title: Indigent Defense Coordinator (Change from part-time to full-time status)

Brief Job Description:

The Indigent Defense Coordinator is responsible for assigning cases, tracking assigned cases, gathering data for reporting to MIDC, submitting quarterly reports to the MIDC, receiving invoices from roster attorneys and processing those invoices with finance, fielding phone calls from indigent defendants and their family members, and performing general administrative tasks.

Budgeted Position: ☒ YES

If YES, are Funds Available?

☒ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☐ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

This position is currently a part-time position. The Coordinator is utilizing the maximum hours allotted as a part time employee consistently every pay period. There are often times when she is not able to complete tasks due to her hours being exceeded. There is a need for her to be in the office on a full time basis to perform the work assigned, which is not able to be done at this current time in an efficient manner.

Completed By: Jessica Paladino

DATE: 03/16/2023

Human Resources/ Finance Use:

Conclusion:

Finance: No additional appropriation is necessary; cost of position is included in grant. \$12,005 of cost will be covered in current grant and \$9,686 cost will be requested in next grant cycle 10/1-12/31. Additional cost does not affect general fund cost share.

Human Resources: The employee will transition into full-time status in accordance with county policies.

Finance Reviewer: Sue Maier

DATE: 03/17/23

HR Reviewer: Aundrea Armstrong

DATE: 03/17/23

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

HIRING REVIEW FORM

Department: Indigent Defense Department

Vacancy Job Title: Indigent Defense Department Part-time Secretary

Brief Job Description:

Under the supervision of the Indigent Defense Managing Attorney performs tasks within the Indigent Defense Department providing a variety of secretarial and clerical support functions and operates as the main point of contact for the department.

Budgeted Position: ☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒

NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

The Indigent Defense Department currently does not have secretarial staff to support the Managing Attorney/ A secretary is needed to direct calls, greet clients who walk into the office, and perform basic secretarial duties to support the Managing Attorney and the Indigent Defense Coordinator. The Indigent Defense Department did not have a Managing Attorney until May of 2022 and the need for secretarial support staff has become prevalent since then.

Completed By: Jessica Paladino

DATE: 03/28/2023

Human Resources/ Finance Use:

Conclusion:

Finance: Cost will be requested in next grant cycle. Additional cost 10/1-12/31 of \$4,641 does not affect general fund cost share.

Human Resources: Employee will be hired in accordance with county policies.

Finance Reviewer: Sue Maier

DATE: 03/29/2023

HR Reviewer: Aundrea Armstrong

DATE: 03/29/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

SECRETARY- INDIGENT DEFENSE DEPARTMENT

Department: Monroe County Indigent Defense

Wage Grade: 6

FLSA Status: Non-Exempt

Affiliation: Non-Union-Part-time

GENERAL SUMMARY:

Under the direction of the Indigent Defense Managing Attorney, performs tasks within the Indigent Defense Department providing a variety of secretarial and clerical support functions and operates as the main point of contact for the Department.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. This list may not be inclusive of the total scope of job functions to be performed. [Duties and responsibilities may be added, deleted or modified at any time]*

- Responds to inquiries by defendants, court staff, etc. including answering telephone calls relating to departmental procedures, schedules, non-confidential case information, and other matters.
- Prepares written communication to clients regarding discovery, court dates, case status, etc.
- Prepares written communication to local agencies and/or courts as needed.
- Prepares and files appearances and other non-complex pleadings with the court and/or local agencies.
- Maintains office calendar ensure appearance in court. Reviews court dockets to ensure coverage is provided.
- Schedules appointments, interviews and hearings and maintains scheduled appointments in an electronic calendar system.
- Inputs data into Defender Data or other document management systems.
- Maintains office filing system, including periodically purging file materials.
- Responsible for maintaining office supplies within the department.
- Access AS400 and Defender Data in order to gather case information
- Gather information from individuals in order to determine indigency and prepare the appropriate paperwork for an appointment to be made.

- Performs a variety of other support tasks including maintaining and updating manuals, making travel and lodging arrangements, organizing and distributing mailings and related tasks.

EMPLOYMENT QUALIFICATIONS: *[The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.]*

Education: High School Diploma or equivalent, preference to advance coursework in data processing.

Experience: Two years of experience in a court or law office setting.

The County, at its discretion, may consider an alternative combination of formal education and work experience.

Knowledge of:

- The principles and practices of court proceedings or demonstrated record of attaining requisite knowledge of other proceedings from work history.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Legal terminology and applicable law.
- Use of office equipment and technology, including Microsoft Suite applications and the ability to learn data base software utilized in court administration.

Skill in:

- Writing correspondence and non-complex pleadings.
- Effectively communicating ideas and concepts orally and in writing.
- Managing files and records.
- Using sound, independent judgment.
- Being proactive with improvements and concerns related to job duties.
- Interpersonal analytical, writing and communication skills.
- Establishing and maintain effective working relationships with those contacted in the court of job duties.

Ability to:

- Work compassionately and respectfully with clients.
- Work well under pressure, prioritizing daily needs.
- Utilize computers
- Maintain confidentiality with highly sensitive information.
- Accept direction and follow office policies and procedures.
- Work independently as well as collaboratively in a legal services team atmosphere.
- Work with people of all social strata and the capacity to do so with tolerance, sympathy, and objectivity.
- Appreciate the desires, needs and rights of others.

- Present information both verbally and in writing.
- Communicate effectively with clients, attorneys, and court personnel.
- Read and comprehend written material.
- Maintain good interpersonal relationships.
- Establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contracted criminal defense attorneys to the County, representatives of other governmental units and the courts, professional contacts, elected officials, and the public.
- Assess situations, solve problems, work effectively under stress, and within deadlines.
- Work independently and set priorities to meet deadlines and to also work well in a team environment.
- Utilize and apply critical thinking.
- Establish and maintain a good working relationship with a wide variety of individuals.
- Attend work regularly and work under stressful conditions.

Physical Demands and Work Environment: *[The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions]*

- Ability to access departmental files.
- Ability to enter and retrieve information from a computer.
- Ability to generate various documents from computer system.
- Vision to read printed materials and a computer screen.
- Hearing and speech sufficient to communicate in person or over the telephone.
- Ability to climb, bend, stoop, lift 15 pounds, carry, push a cart and work in a normal office setting and use standard office equipment including a computer.
- Work with individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies, or be unconcerned with their physical safety and hygiene.

Working Conditions:

- Works in office conditions.
- Exposure to persons charged with and/or convicted of criminal offenses.

Point Factor Analysis

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services & Operations	Document Concentration	Work Environment	Total Points	Grade	Grade Point Parameters
<u>Position</u>															
Secretary	197	a2	220	180	-	-	220	40	80	200	60	5	1202	6	1151-1300

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2023	28100	union_00	RYE10	PT-INDIGENT DEFENSE COORDINATOR	\$ 32,284	\$ 3,075	\$ 35,359
ACTUAL COST	THROUGH 4/2/23	28100	union_00	RYE10	PT-INDIGENT DEFENSE COORDINATOR	\$ 9,771	\$ 931	\$ 10,701
					REMAINING BUDGET	\$ 22,513	\$ 2,144	\$ 24,657
PROPOSED	FULL TIME EFFECTIVE 4/3/23	28100	union_00	RYE10	FT-INDIGENT DEFENSE COORDINATOR	\$ 37,661	\$ 8,687	\$ 46,349
PROPOSED	DOH: 10/1/23	28100	PART-TIME	RYE6	PT-SECRETARY	\$ 4,237	\$ 404	\$ 4,641
					TOTAL PROPOSED	\$ 41,898	\$ 9,091	\$ 50,989
					TOTAL COST/(SAVINGS)	\$ 19,385	\$ 6,947	\$ 26,332
FINANCE CONCLUSION:								
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITION IS INCLUDED IN GRANT.								
NOTE: THIS IS A STATE GRANT WHICH ENDS 9/30/23. ADDITIONAL COST DOES NOT AFFECT GENERAL FUND COST SHARE								
\$12,005 OF COST WILL BE COVERED IN CURRENT GRANT AND \$14,327 COST 10/1-12/31 WILL BE REQUESTED IN NEXT GRANT CYCLE								
ANNUAL PROPOSED	2023	28100	union_00	RYE10	FT-INDIGENT DEFENSE COORDINATOR	\$ 50,590	\$ 11,648	\$ 62,237
ANNUAL PROPOSED	2023	28100	PART-TIME	RYE6	PT-SECRETARY	\$ 19,067	\$ 1,816	\$ 20,883

March 21, 2023

Mr. Randy Richardville, Chairman
Operations Committee
Monroe County Board of Commissioners
125 East Second Street
Monroe, MI 48161

RE: Succession Plan for Public Health Department

Dear Mr. Richardville and Committee Members:

The Public Health Department is requesting approval of the attached succession plan related to the top leadership of the agency. In order to maintain continuity of operations in the most effective manner it is important to identify and develop action plans to achieve the best outcomes. Creating an environment that supports growth within the team and offers areas for advancement will ensure dedicated and engaged leaders.

The Monroe County Health Department has developed a top leadership succession plan that we believe will ensure effective and efficient continuity of departmental operations. Our process for the succession plan is to first identify and assess critical positions within the agency, identify potential vacancies and develop action plans for chosen individuals to assume those positions. This will strengthen the overall capability of the agency by ensuring that the right people are in the right positions.

The first position we are addressing in the plan is that of Public Health Officer/Director. This position is the top leadership role and sets the tone for the rest of the agency. The current Public Health Officer has been in the role for 11 years and retirement is imminent, thus the need to develop a planned transition of leadership. In order to assess the needs of that position, it is important to identify key competencies, skills and institutional knowledge that are necessary for success in the role.

Key competencies/skills:

- Excellent communication skills
- Strong leadership skills
- Problem-solving skills
- Decision-making skills
- Ability to plan, organize and coordinate multiple projects

- Interpretation of complex laws, policies and regulations
- Ability to negotiate and monitor contracts
- Data Analysis
- Willingness to develop relationships with a variety of community partners

Institutional knowledge of:

- Principles and practices of employee management
- Principles and practices of budget development and administration
- Department mission, vision, goals, and strategic plan
- Understand funding sources and community resources
- Functions and practices of policy-making boards and commissions
- Applicable laws, regulations, policies and procedures

Education:

- Possession of a Master's Degree in Public Health, Master of Science in Public Health, Master's Degree in Public Administration or a related field.

Experience:

- Seven years of responsible public health administrative and programmatic experience

Michigan Department of Health and Human Services (MDHHS) Requirements:

MDHHS has a statewide policy that identifies the minimum acceptable standards for the credentials of a candidate for health officer of a local health department. To meet criteria for Full Appointment Indefinite, the candidate must hold one of the following:

- Has an M.P.H. or M.S.P.H. degree and 3 years of full-time public health administrative experience
- Has a related graduate degree and 5 years of full-time public health administrative experience
- Has a bachelor's degree and 8 years of full-time public health experience, 5 years of which shall have been in the administration of a broad range of public health programs

Based on observation, performance evaluations and a direct working relationship, the best fit to succeed the current Public Health Officer/Director is the current Finance, Administration and Education Director. This individual has been an employee of Monroe County and the Public Health Department since 2000. Not only does this director possess the identified competencies and skills to be successful in the Public Health Officer role, she has a vast amount of institutional knowledge. Her experience in the department has been as Community Health Assessment Coordinator (2000 – 2003), Solid Waste Coordinator (2003 – 2015) and Finance, Administration and Education Director (2015 – present).

This position is held by Jamie R. Dean. Ms. Dean meets both the County of Monroe and MDHHS requirements to be awarded the position. Ms. Dean holds a Bachelor of Science degree as well as a Master's of Science and Education degree. Her current position as Finance, Administration and Education Director introduced her to the public health management team and enhanced her leadership role. Ms. Dean has developed an excellent understanding of the departmental budget, including grant management, balancing the budget, reporting and monitoring revenues and expenditures. Her

management of staff and programs has provided her with a solid understanding of policies, procedures and program requirements. Below is a list of additional activities that Ms. Dean is involved in:

- Serves on a number of committees that collaborate to improve the health of the community
- Completed a National Association of County and City Health Officials (NACCHO) Leadership Training Course
- Participant of MDHHS Local Health Department Workforce Development Learning Community
- Chairs the Building Healthy Communities Coalition
 - collaboration with the local hospital to complete the community health assessment and improvement plan for the last 8 years
- Successfully acquired various grants
- Participates in the Michigan Association of Local Public Health (MALPH) Administration Forum and is a past president
- Serves as the back-up for the MALPH Board of Directors, Local Health Officer group

Proposed Plan:

Recognizing that in order to achieve the best outcome for the department transition, we will need sufficient time for training and transitioning these leadership roles. We would like to move Ms. Dean into an Interim Public Health Officer role on May 1, 2023 and begin recruitment for the replacement of the Finance, Administration and Education Director beginning immediately. Currently there are no employees of the Monroe County Health Department who qualify for the position of Finance, Administration and Education Director, therefore outside recruitment will be necessary. Since there will be a learning curve, Ms. Dean would take the necessary time to train and transition the new Finance, Administration and Education Director into that role while also taking on additional responsibilities and training with the Public Health Officer. The expectation is that in August 2023, the Public Health Officer will move into retirement, Ms. Dean will have transitioned into the Public Health Officer role, and there will be a knowledgeable and competent Finance, Administration and Education Director in place.

Budget:

The costs to implement this plan as presented are within the current 2023 budget for the Health Department, therefore we are not requesting any additional funds to support this plan. This request will not require additional appropriation to the 2023 Health Department budget. The cost analysis is enclosed.

We are requesting approval and recommendation of the same to the full Board of Commissioners to move forward with the Leadership Succession Plan as presented.

Please reach out with any questions related to the implementation of the plan.

Sincerely,



Kim Comerzan
Public Health Officer/Director

HIRING REVIEW FORM

Department: Health Department

Vacancy Job Title: Succession Planning for Health Department Administration

Brief Job Description:

Transition Finance, Administration & Education Director (FAED) to train under Health Officer until current Health Officer retires 8/16/23, FAED will then assume position. Post and hire FAED replacement as soon as possible to allow time for recruitment and training.

Budgeted Position: ☒ YES

If YES, are Funds Available?

☒ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☐ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

The succession plan allows time for Health Officer to provide mentorship to FAED prior to assuming the role solely. The plan allows time for the recruitment, hiring and training of the new FAED. The timeline establishes a successful transition of key leadership roles and are established positions within the 2023 budgets. Please refer to the accompanying letter for additional information.

Completed By: Kim Comerzan

DATE: 03/24/2023

Human Resources/ Finance Use:

Conclusion:

Finance: Fund has sufficient fund balance to absorb anticipated cost.

Human Resources: Positions will be filled in accordance to County policies.

Finance Reviewer: Sue Maier

DATE: 03/24/2023

HR Reviewer: Aundrea Armstrong

DATE: 03/24/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2023	60101	union_00	RYE18	9	HEALTH OFFICER	\$ 120,224	\$ 67,983	\$ 188,207
ANNUAL BUDGET	2023	60126	union_00	RYE15	7	FIN ADMIN & EDUCATION - PH DIVISION DIRECTOR	\$ 86,956	\$ 41,319	\$ 128,274
						TOTAL BUDGET	\$ 207,180	\$ 109,301	\$ 316,481
ACTUAL COST	THROUGH 8/16/23	60101	union_00	RYE18	9	HEALTH OFFICER	\$ 99,445	\$ 46,743	\$ 146,188
ACTUAL COST	THROUGH 4/30/23	60126	union_00	RYE15	7	FIN ADMIN & EDUCATION - PH DIVISION DIRECTOR	\$ 31,388	\$ 14,851	\$ 46,239
						TOTAL ACTUAL	\$ 130,833	\$ 61,595	\$ 192,427
						REMAINING BUDGET	\$ 76,347	\$ 47,707	\$ 124,053
PROPOSED	PROMO 5/1/23	60101	union_00	RYE18	1	HEALTH OFFICER	\$ 64,194	\$ 30,402	\$ 94,596
PROPOSED, STEP 1	DOH 5/15/23	60126	union_00	RYE15	1	FIN ADMIN & EDUCATION - PH DIVISION DIRECTOR	\$ 44,347	\$ 13,374	\$ 57,721
						TOTAL STEP 1 FIN ADMIN & EDUCATION	\$ 108,541	\$ 43,776	\$ 152,317
						TOTAL COST/(SAVINGS)-STEP 1	\$ 32,194	\$ (3,931)	\$ 28,264
PROPOSED	PROMO 5/1/23	60101	union_00	RYE18	1	HEALTH OFFICER	\$ 64,194	\$ 30,402	\$ 94,596
PROPOSED, STEP 5	DOH 5/15/23	60126	union_00	RYE15	5	FIN ADMIN & EDUCATION - PH DIVISION DIRECTOR	\$ 49,830	\$ 14,355	\$ 64,185
						TOTAL STEP 5 FIN ADMIN & EDUCATION	\$ 114,024	\$ 44,757	\$ 158,781
						TOTAL COST/(SAVINGS)-STEP 5	\$ 37,677	\$ (2,949)	\$ 34,728
FINANCE CONCLUSION:									
FUND HAS SUFFICIENT FUND BALANCE TO ABSORB ANTICIPATED COST.									
ANNUAL PROPOSED	2023	60101	union_00	RYE18	1	HEALTH OFFICER	\$ 96,167	\$ 45,547	\$ 141,714
ANNUAL PROPOSED	2023, STEP 1	60126	union_00	RYE15	1	FIN ADMIN & EDUCATION - PH DIVISION DIRECTOR	\$ 70,497	\$ 29,347	\$ 99,844
ANNUAL PROPOSED	2023, STEP 5	60126	union_00	RYE15	5	FIN ADMIN & EDUCATION - PH DIVISION DIRECTOR	\$ 79,213	\$ 30,959	\$ 110,171