

MUSKEGON COUNTY BOARD OF COMMISSIONERS

Human Services Committee

AGENDA

via Zoom and in-person at: Michael E. Kobza Hall of Justice, 990 Terrace Street, Muskegon, MI 49442

December 7, 2021 - 3:00 p.m.

Marcia Hovey-Wright, Chair
Zach Lahring, Vice-Chair

Connect to Zoom from your computer, tablet or smartphone at:

<https://us06web.zoom.us/j/88574121437?pwd=T1hWNXdLemVOYzN4S1FCQzdiaVB4dz09>

Phone: (312) 626-6799

Meeting ID: 885 7412 1437

Passcode: 560891

Cell phones may mute & unmute by dialing *6
Raise and lower hand to speak by dialing *9

To raise your digital hand from your PC or
MAC, at the bottom of the window on the right
side of the screen, click the button labeled
"Raise Hand"

View the meeting on Facebook at:

<https://www.facebook.com/MuskegonCountyMI>

1. Call to Order
2. Roll Call (w/location)
3. Approval of Minutes of November 2, 2021
4. Public Comment (on an agenda item)
5. Items for Consideration

Public Comment

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the Commission and state their name for the record. Comments shall be limited to **two (2) minutes** for each participant, unless time is extended prior to the public comment period by a vote of the majority of the Commission.

HS21/12 – 33 (Public Health, HR & Circuit Court/Moore, Wade, Vanderhyde) Authorize Public Health, Circuit Court and Human Resources to partner in adding a Human Resources Generalist position at Pay Table/Grade NO-00250 and amend the corresponding budgets accordingly to optimize available grant funding.

HS21/12 – 34 (Public Health/Kathy Moore) Authorize Public Health to amend its FY22 budgeted fund 2210 revenues and expenditures from \$7,473,619 to \$8,205,220 to align with funding per the agreement with Michigan Department of Health and Human Services (MDHHS) and other program line item adjustments.

HS21/21 – 35 (Public Health/Kathy Moore) Authorize Public Health to amend the Senior Millage FY22 fund 1060 budgeted expenditures from \$2,792,587 to \$3,067,081 to reflect projected expenditures as previously recommended by the Senior Activities Committee and approved by the board.

6. Unfinished Business
7. New Business
8. Public Comment

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9. Final Board Comment
10. Adjourn (call of the Chair)

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours' notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

MUSKEGON COUNTY BOARD OF COMMISSIONERS

Human Services Committee

via Zoom and in-person at: Michael E. Kobza Hall of Justice, 990 Terrace Street, Muskegon, MI 49442

November 2, 2021 – 3:00 p.m.

Marcia Hovey-Wright, Chair
Zach Lahring, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Hovey-Wright at 3:01 p.m.

ROLL CALL

Present: Doug Brown, Kim Cyr, Susie Hughes, Zach Lahring, Charles Nash, Malinda Pego, Bob Scolnik, Rillastine Wilkins, Marcia Hovey-Wright

Also Present: Mark Eisenbarth, County Administrator; Kathy Tharp, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Nash, supported by Commissioner Hughes, to approve the minutes of the October 5, 2021 meeting as written. [Voice Vote] **Motion Carried.**

PUBLIC COMMENT

None

ITEMS FOR CONSIDERATION

HS21/11 - 27 It was moved by Commissioner Nash, supported by Commissioner Hughes, to approve additional funding for FY22 in the amount of \$21,250 for Living Word Church for Snow Removal; to amend the budget accordingly and to authorize the designated Senior Millage Grants Administrator, Senior Resources to proceed with the administration of the programs.

Roll Call:

Yes: Susie Hughes, Zach Lahring, Charles Nash, Bob Scolnik, Rillastine Wilkins, Doug Brown, Kim Cyr, Marcia Hovey-Wright

No: Malinda Pego

Motion carried.

HS21/11 - 28 It was moved by Commissioner Nash, supported by Commissioner Hughes, to approve additional funding for FY22 in the amount of \$17,875 for Living Word Church for Lawn Care; to amend the budget accordingly and to authorize the designated Senior Millage Grants Administrator, Senior Resources to proceed with the administration of the programs.

Roll Call:

Yes: Zach Lahring, Charles Nash, Malinda Pego, Bob Scolnik, Rillastine Wilkins, Doug Brown, Susie Hughes, Kim Cyr, Marcia Hovey-Wright

No: Malinda Pego

Motion carried.

HS21/11 - 29 It was moved by Commissioner Nash, supported by Commissioner Wilkins, to approve additional Senior Millage funding for FY22 in the amount of \$8,228 for a total of \$613,074 funds to the local municipalities to coordinate and provide services, programs and/or activities for seniors in their jurisdiction; and amend the budget accordingly.

Roll Call:

Yes: Charles Nash, Malinda Pego, Bob Scolnik, Rillastine Wilkins, Doug Brown, Susie Hughes, Kim Cyr, Zach Lahring, Marcia Hovey-Wright

No: None

Motion carried.

HS21/11 - 30 It was moved by Commissioner Nash, supported by Commissioner Wilkins, to authorize Public Health to accept funding from the Lakeshore Regional Entity in the amount of \$336,000 for substance abuse prevention services in Muskegon County effective October 1, 2021 to September 30, 2022; adjust the budget accordingly and further authorize the Public Health Director to sign the related agreement.

Roll Call:

Yes: Malinda Pego, Bob Scolnik, Rillastine Wilkins, Doug Brown, Susie Hughes, Kim Cyr, Zach Lahring, Charles Nash, Marcia Hovey-Wright

No: None

Motion carried.

HS21/11 - 31 It was moved by Commissioner Nash, supported by Commissioner Hughes, to authorize Public Health to FY22 Lakeshore Regional Entity Gambling Disorder Prevention Project Grant in the amount of \$35,000; adjust the budget accordingly and further authorize the Public Health Director to sign the related agreement.

Roll Call:

Yes: Bob Scolnik, Rillastine Wilkins, Doug Brown, Susie Hughes, Kim Cyr, Zach Lahring, Charles Nash, Malinda Pego, Marcia Hovey-Wright

No: None

Motion carried.

HS21/11 - 32 It was moved by Commissioner Nash, supported by Commissioner Wilkins, to authorize Public Health to accept the Lakeshore Regional Entity COVID-19 Block Grant funding in the amount of \$55,785; adjust the budget accordingly and further authorize the Public Health Director to sign the related agreement.

Roll Call:

Yes: Rillastine Wilkins, Doug Brown, Susie Hughes, Kim Cyr, Zach Lahring, Charles Nash, Malinda Pego, Bob Scolnik, Marcia Hovey-Wright

No: None

Motion carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

None

FINAL BOARD COMMENT

Commissioner Pego stated she attended a meeting last week regarding LEIN and asked Public Health Director Kathy Moore to provide an update– Director Moore replied that staff is assessing customer service, areas of waste or duplication, and processes. They have identified steps and now they are preparing to implement.

ADJOURNMENT

There being no further business to come before the Human Services Committee, the meeting adjourned at 3:34 p.m.

Muskegon County Human Services Committee

Request for Board Consideration

Requestor: Kathy Moore, Sandra Vanderhyde and
Kristen Wade

Committee Date: 2021-12-07

Requesting Department: Public Health, Circuit
Court and Human Resources

Full Board Date: 2021-12-14

Budget: Budgeted

Agenda Number: HS21/12 - 33

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Authorize Public Health, Circuit Court and Human Resources to partner in adding a Human Resources Generalist position at Pay Table/Grade NO-00250 and amend the corresponding budgets accordingly to optimize available grant funding.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

Public Health, Circuit Court and Human Resources are requesting permission to partner in adding a Human Resources Generalist position at Pay Table/Grade NO-00250, \$21.91/hr. - \$27.607/hr. The position will have no general fund impact and will be funded 50% by the Health Department, 25% by Circuit Court and 25% by the Human Resources Insurance Fund. The position will offer on-site Human Resources' services to the Health Department two days per week and Circuit Court one day per week and assist supervisors in the areas of discipline consultation, FMLA, ADA, employee benefits, staff development and training, applicant evaluation, reference checking, etc. The collaboration of this position will also optimize available grant funding.

Kristen Wade, HR Director Analysis Required? No	Finance Manager: <input checked="" type="checkbox"/> 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> 

MUSKEGON COUNTY, MICHIGAN

CLASS TITLE **HUMAN RESOURCES GENERALIST**

DISTINGUISHING FEATURES OF THE CLASS

Under the general direction of the Human Resources Director, a Human Resources Generalist provides support to departments on a wide variety of Human Resources functions. A person in this classification has a broad understanding of a variety of functions within the Human Resources Department and is knowledgeable of County policies, procedures, and collective bargaining unit agreements. This position works closely with department representatives to answer questions, provide support, and ensure policies, procedures, and collective bargaining unit agreements are followed. This position may also assist other contracted municipalities with Human Resources functions.

SUPERVISION RECEIVED

The Human Resources Generalist, under the general direction of the Human Resources Director, performs job duties on an independent basis in compliance with established policies and procedures.

SUPERVISION EXERCISED

Generally none, although an employee in this classification may instruct clerical employees in the completion of assigned projects.

TYPICAL EXAMPLES OF WORK PERFORMED

(The following examples are intended to be descriptive but not restrictive.)

- Works on-site at County departments to answer routine requests for information on policy and collective bargaining agreement language interpretation;
- Provides department representatives and employees with procedural information regarding Human Resources functions such as Family and Medical Leave, Americans with Disabilities Act, discipline, dismissal, Human Resources Job Forms, etc.;
- Assists hiring managers with the recruitment process, including but not limited to scheduling interviews, preparing interview questions, conducting reference checks, employment verifications, and background checks.
- Consults on general Human Resources questions including but not limited to compensation, benefits and leave; disciplinary matters; performance and talent management; occupational health and safety; and training and development. Refers complex and/or sensitive matters to the appropriate Human Resources staff member when necessary;
- Consults with Supervisors, and other Human Resources staff as appropriate, to critically analyze and give advice or recommendations for discipline, dismissals, complex personnel matters, etc.
- May attend and participate in employee disciplinary meetings, terminations, and investigations;
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law;
- Screen applications in accordance with minimum entrance qualifications to ascertain eligibility status;
- Uses various software applications to perform job functions;
- Conducts and monitors required personnel exams and testing, including scoring and recording results;
- Prepares recruitment announcements and advertisements, evaluates submitted resumes and interest cards for appropriate job classifications and sends applications as necessary;
- Prepares and processes employee job forms, verifies and maintains employee files and paperwork in compliance with County procedures;
- Performs other related duties as required.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES

A. Required Experience and Training

1. Possess a Bachelor's degree in a business program from an accredited university, college or business school; AND

Have a minimum of one (1) year of full-time paid work experience in human resources administration work experience; OR
 Possess an Associate's degree in a business program from an accredited university, college or business school; AND
 Have a minimum of three (3) years of full-time paid work experience in human resources administration work experience.

B. Required Knowledge, Skills and Abilities

- Considerable knowledge of current recruiting trends;
- Considerable ability to rationally and critically evaluate situations in order to provide sound advice;
- Knowledge of social media utilized for recruiting efforts;
- Knowledge of modern human resources administration practices and procedures;
- Considerable ability to use various software applications;
- Considerable ability to conduct and monitor various types of human resource examinations;
- Considerable ability to follow complicated oral and/or written instructions;
- Ability to develop working relationships with colleges to encourage employment opportunities;
- Ability to speak and write effectively and in a well-organized manner;
- Ability to establish and maintain effective working relationships with County departmental personnel, fellow employees, job applicants and the general public;
- Ability to direct and/or evaluate the work performance of lower level personnel;
- Ability to make routine decisions in accordance with departmental policies and procedures;
- Ability to recommend improvements in the Human Resources operations.

PHYSICAL ACTIVITIES

An employee in this class performs generally sedentary work activities requiring occasional lifting of objects weighing thirty-five (35) pounds or less.

ENVIRONMENTAL CONDITIONS

This employee generally works in County offices though occasional local travel may be required.

CAREER OPPORTUNITIES

With sufficient experience and training, this employee may be considered for promotion to higher level professional positions within the County should a vacancy occur.

Approved by _____
Kristen N. Wade, Human Resources Director

Date _____

Muskegon County Human Services Committee

Request for Board Consideration

Requestor: Kathy Moore

Committee Date: 2021-12-07

Requesting Department: Public Health

Full Board Date: 2021-12-14

Budget: Budgeted

Agenda Number: HS21/12 - 34

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Authorize Public Health to amend its FY22 budgeted fund 2210 revenues and expenditures from \$7,473,619 to \$8,205,220 to align with funding per the agreement with Michigan Department of Health and Human Services (MDHHS) and other program line item adjustments.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

Public Health is requesting authorization to amend its FY22 budgeted fund 2210 revenues and expenditures from \$7,473,619 to \$8,205,220 to align with funding per the agreement with Michigan Department of Health and Human Services (MDHHS) and other program line item adjustments. This budget amendment will have no impact on the General Fund contribution to Public Health.

Kristen Wade, HR Director Analysis Required? No	Finance Manager: <input checked="" type="checkbox"/> 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> 

Muskegon County Human Services Committee

Request for Board Consideration

Requestor: Kathy Moore

Committee Date: 2021-12-07

Requesting Department: Public Health

Full Board Date: 2021-12-14

Budget: Budgeted

Agenda Number: HS21/12 - 35

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Authorize Public Health to amend the Senior Millage FY22 fund 1060 budgeted expenditures from \$2,792,587 to \$3,067,081 to reflect projected expenditures as previously recommended by the Senior Activities Committee and approved by the board.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

Public Health is requesting authorization to amend the Senior Millage FY22 fund 1060 budgeted expenditures from \$2,792,587 to \$3,067,081 to reflect projected expenditures as previously recommended by the Senior Activities Committee and approved by the board. There is no General Fund contribution to this fund.

<p>Kristen Wade, HR Director Analysis Required? No</p>	<p>Finance Manager: <input checked="" type="checkbox"/> </p>
<p>Michael Homier, Corporate Counsel Analysis Required? No</p>	<p>Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> </p>