

Ryan L. Wood  
County Administrator

Craig Longnecker  
Deputy Administrator



100 E. State Street, Suite 2100  
St. Johns, Michigan 48879  
(989) 224-5120 • Fax: (989) 224-5102

[www.clinton-county.org](http://www.clinton-county.org)

**HUMAN RESOURCES COMMITTEE  
THURSDAY, JANUARY 24, 2019 AT 4:00 P.M.  
(OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING)  
CLINTON COUNTY COURTHOUSE  
BOARD OF COMMISSIONERS ROOM  
100 EAST STATE STREET, ST. JOHNS, MI 48879**

1	4:00	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	4:02	LIMITED PUBLIC COMMENTS
3	4:05	COMMITTEE/COMMISSION APPOINTMENTS (ADMINISTRATION)
4	4:10	SPARROW OCCUPATIONAL HEALTH SERVICES (ADMINISTRATION)
5	4:20	COUNTY PERSONNEL MANUAL – SUBSTANCE ABUSE POLICY AND RECREATIONAL MARIJUANA (ADMINISTRATION)
6	4:25	PMFA – PLAN PROVIDER ANALYSIS (ADMINISTRATION)
7	4:35	COMMUNITY DEVELOPMENT – PERSONNEL REQUEST (DOUG RILEY)
8	4:40	<b>CLOSED SESSION</b> : COLLECTIVE BARGAINING – COMMAND OFFICERS ASSOCIATION OF MICHIGAN (NO ATTACHMENT)
9	4:55	COMMISSIONERS' COMMENTS
10	5:00	ANY OTHER BUSINESS
<b>**MEETING STARTS PROMPTLY AT CALL TO ORDER TIME LISTED OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING. AGENDA ITEM TIMES MAY VARY**</b>		

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: 1/24/18	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. **Construction Appeal Board** - Bob Jesse's two (2) year term expired on December 31, 2018. He does not wish to be reappointed.
2. **Zoning Board of Appeals** – Shirley Smith is no longer able to serve as an alternate on the Zoning Board of Appeals.

**Appointments:**

**REQUESTED ACTION:**

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OFFICE OF  
ADMINISTRATIVE SERVICES**

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**TO:** Human Resources Committee

**FROM:**

  
\_\_\_\_\_  
Ryan L. Wood  
County Administrator

**SUBJECT:** Sparrow Occupational Health Services

**DATE:** January 16, 2019

In recent years, pre-employment physicals have been provided by local physicians. Administration has been reviewing options to provide more comprehensive occupational health services. Sparrow Occupational Health is a Board Certified facility specializing in Occupational Medicine and offers quick access to work related injury and pre-employment services as follows:

- ✓ Pre-Employment Physicals – Up to date standards for different workforce groups. Comparable cost to current pre-employment rates. Instant results available for quicker initiation of employment
- ✓ Work Related Injuries – Provides advanced treatment by providers specializing in work related claims offering expertise that enhances the medical care for the employee.
- ✓ Favored and utilized by most local municipalities with several years of experience attesting the positive services offered by Sparrow Occupational Health.

Services provided do not require a contract. Fees will be charged based on a per service basis. Again, these rates are competitive with current service fees.

**Suggested Action**

Move to authorize the transition to Sparrow Occupational Health Services for Pre-employment and work related services.

Ryan L. Wood  
County Administrator

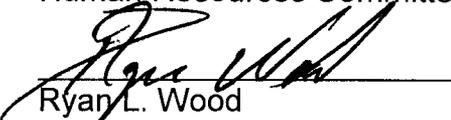
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**TO:** Human Resources Committee

**FROM:**   
Ryan L. Wood  
County Administrator

**SUBJECT:** County Personnel Manual – Substance Abuse Policy and  
Recreational Marijuana

**DATE:** January 14, 2019

The passage of Proposal 1 legalized the use of recreational marijuana in Michigan. Administration has attended a seminar and consulted with legal counsel on this change and its impact on employment.

It is recommended that the County makes it explicitly clear that drugs which are illegal to possess under federal law are prohibited drugs under the County's Substance Abuse Policy. Modifications to the current policy are shown below.

"Prohibited drugs or substances" are: (a) drugs or substances whose possession or sale is illegal **under state or federal law**";

Administration also plans to send the attached letter to all employees. The purpose of the letter is to emphasize the impact marijuana use could have on their employment.

**Suggested Action**

Move to approve the recommended changes to the Employee Personnel Manual (Substance Abuse Policy) and authorize the distribution of the informational letter to all employees.

### 4.3

**SUBSTANCE ABUSE POLICY** – The County has an obligation to provide a safe and efficient workplace for our employees. Likewise, all employees have an obligation to the County and their co-workers to help keep the workplace safe and efficient. Therefore, the County will strictly enforce the following rules:

1. The possession, use, or sale of alcohol or prohibited drugs or substances on County property, in County vehicles, or off County property while on County business is prohibited.
2. Being under the influence of alcohol or prohibited drugs or substances on County property, in County vehicles, or off County property while on County business is prohibited.

"Prohibited drugs or substances" are: (a) drugs or substances whose possession or sale is illegal ***under state or federal law***; and (b) any prescription drugs or substances used in a manner, combination, or quantity contrary to the prescription, without a prescription, or contrary to directions.

Any employee violating these rules may be subject to discipline up to and including discharge. If the County has a reasonable suspicion that an employee has violated these rules, it may require that employee to undergo alcohol and drug testing and may search that employee's vehicle or work area. Any employee who refuses to consent to alcohol and drug testing or to a search of his or her vehicle or work area pursuant to these guidelines may be disciplined to the fullest extent.

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January 14, 2019

Dear Clinton County Employees:

As you are aware, Michigan voters approved Proposal 1 during the November 6, 2018 election. Among other things, Proposal 1 permits adults over 21 years of age to possess and use marijuana (also referred to as "marihuana") for recreational purposes. This law became effective on December 6, 2018. The purpose of this memo is **not** to provide you legal advice, but rather to advise you that there are several limitations in the new law and that the law may change as it is fully implemented. As such, you should familiarize yourself with Proposal 1, including any amendments that may come, and understand how use, possession and the like may impact your employment.

As you may know, marijuana is still illegal to possess under federal law. See e.g. 21 USC 844. Even though Michigan law permits recreational and medical marijuana use, the County's Substance Abuse Policy prohibits employees from possessing, using, selling, or being under the influence of prohibited drugs (including marijuana) on County property, in County vehicles, or while on County business. Violation of our Substance Abuse Policy may result in disciplinary action up to and including discharge.

Further, realize that your ability to perform your specific job duties may be negatively impacted by marijuana use. Federal law prohibits even legal marijuana users from possessing firearms and/or ammunition, 18 USC 922(g)(3). The use of recreational marijuana may also jeopardize DOT-licensing because of mandatory (and random) drug screens. Please govern yourself accordingly if you intend to use, possess, or grow marijuana.

Thank you in advance for your anticipated cooperation and compliance with this matter. Please notify me if you have any questions or concerns regarding the County's expectations. As always, I appreciate the effort and hard-work all of you put in.

Sincerely,

Ryan Wood  
Clinton County Administrator

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To: Human Resources Committee  
From: Craig Longnecker  
Date: January 17, 2019  
Subject: PMFA – Plan Provider Analysis

In November the Board hired PMFA to analyze our 457(b) plan. That analysis is complete and has been reviewed by Administration and Board leadership. A subsequent proposal is forthcoming and should be available prior to 1/24/19.

*Suggested Action: Discussion*

Doug Riley  
Community Development  
Director

Clinton County Community Development  
100 E. State Street, Ste. 1300  
St. Johns, MD 21887  
Building Department: (989) 224-5181  
Planning & Zoning Department: (989) 224-5292  
Fax: (989) 227-6492  
[www.clinton-county.org](http://www.clinton-county.org)

**MEMORANDUM**

TO: Human Resources Committee  
FROM: Doug Riley, Community Development Director   
SUBJECT: **Wage Rate Increase for Trade Inspector Office/Testimony Hours**  
DATE: January 14, 2019

The County's Trade Inspectors (Plumbing/Mechanical and Electrical) operate under standardized employment contracts that have been utilized for these services since 2004. According to these contracts, compensation is provided in the following manner:

- 1) The Inspectors receive one-half (1/2) of the applicable trade permit fee.
- 2) The Inspectors receive \$15.00 per hour for time spent within the office or if called upon to testify in any official enforcement activity. (Currently, the Primary Plumbing/Mechanical and Electrical Inspectors perform three (3) office hours each week).

The Inspectors do not receive any fringe benefits; (other than being carried under the County's Workman's Compensation and Liability Insurance). The Inspectors also utilize their own vehicles and are not compensated by the County for mileage.

**It is recommended that the County increase the respective hourly office/testimony rate from \$15 to \$30 per hour for the following reasons:**

- This "hourly" rate has not been increased since 2004. The increased rate would be more reflective of the required knowledge, experience and licensing of the position and other inspectors for the County.
- The office hours that the Inspectors complete are invaluable for customer/project service (e.g. meeting with contractor's, coordinating with office staff/Building Inspectors, logging inspections/computer work, etc.).
- The current Inspectors have specialized computer knowledge that allows them to enter their own inspection results into the County's permitting program which reduces other staff/support demands.
- Their compensation is addressed within the Building Fund which is a self-supporting enterprise fund that uses permit revenue to support construction activity. Revenues and expenditures are monitored closely so that subsidies to the fund are not necessary. Overall revenue has increased by over 20% over the last four years as construction activity has continued to recover. The fund has run a surplus in each of those four years and has an adequate fund balance.

**This adjustment has been discussed with Administration who concurs with this request.**

**Suggested Action:**

Move to increase the hourly rate for the County's Trade Inspectors from \$15 to \$30 per hour and to authorize the County Administrator to execute amended employment agreements with the Inspectors to reflect this increase as well as to allow increased office hours, not to exceed 6 hours per week, as conditions or projects dictate.