

John F. Fuentes
County Administrator/Controller

Todd J. Campbell
Deputy Administrator



Kate Rademacher
Finance Director

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

**HUMAN RESOURCES COMMITTEE
MARCH 26, 2026 AT 10:00 A.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	10:00	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	10:02	LIMITED PUBLIC COMMENTS (LIMIT OF 3 MINUTES PER SPEAKER)
3	10:05	RESOLUTION – NATIONAL 911 TELECOMMUNICATORS WEEK IN APRIL (ADMINISTRATION)
4	10:10	PROSECUTING ATTORNEY REQUEST (ADMINISTRATION)
5	10:20	COUNTY CLERK/ROD REQUEST (ADMINISTRATION)
6	10:30	PLANNING & ZONING – HR CONSULTING PROPOSAL (ADMINISTRATION)
7	10:40	COMMITTEE/COMMISSION APPOINTMENTS (ADMINISTRATION)
8	10:50	COMMISSIONERS' COMMENTS
9	11:00	ADMINISTRATOR'S REPORT
10	11:05	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		

LINK to County YouTube Channel: <https://www.youtube.com/@ClintonCounty-MI>

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 ADMINISTRATIVE SERVICES AT 989-224-5120 OR VIA EMAIL AT ADMIN@CLINTON-COUNTY.ORG NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

CLINTON COUNTY BOARD OF COMMISSIONERS

**COURTHOUSE
100 E. STATE STREET
ST. JOHNS, MICHIGAN 48879-1571
989-224-5120**



Chairperson
Bruce DeLong
Vice-Chairperson
Zach Rudat
Members
Nicole Fickes
Brian Hurtekant
Robert Showers
John Andrews
Dwight Washington

Administrator/Controller
John F. Fuentes
Clerk of the Board
Debra A. Sutherland

2026-

RESOLUTION OF APPRECIATION TO THE CLINTON COUNTY 9-1-1 CENTRAL DISPATCH TELECOMMUNICATORS DURING NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK (APRIL 12-18, 2026)

WHEREAS, Clinton County’s Central Dispatch links the citizens of Clinton County, neighboring communities, and associated public safety agencies with efficient, reliable, responsive, and professional public safety communication services; and

WHEREAS, Clinton County 9-1-1 Telecommunicator professionals daily serve the citizens of Clinton County by answering their emergency calls for police, fire, and emergency medical services and by dispatching the appropriate assistance as quickly as possible; and

WHEREAS, Clinton County 9-1-1 Telecommunicator professionals are an integral part of the emergency response system, playing a crucial and life-saving role by answering and prioritizing calls for police, fire, and medical assistance, providing essential medical instructions to callers, and coordinating the dispatch of emergency personnel; and

WHEREAS, Clinton County 9-1-1 Telecommunicator professionals are the single vital link for our police officers, firefighters, and EMS personnel by monitoring their activities and providing them with information to ensure their safety; and

WHEREAS, Clinton County 9-1-1 Telecommunicator professionals possess strong communication skills, active listening, quick thinking and decision making, multitasking, knowledge of local resources and emergency protocols with emotional stability; and

WHEREAS, Clinton County 9-1-1 Telecommunicator professionals have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of the injured; and

WHEREAS, each Telecommunicator professional has handled difficult and traumatic situations, such as death, suicide, abuse, medical emergencies, fires, and other traumatic events while maintaining accuracy and composure in these high-pressure situations during the performance of their job.

THEREFORE BE IT RESOLVED, that the Clinton County Board of Commissioners declares the week of April 12-18, 2026 to be National Public Safety Telecommunicators Week in Clinton County, in honor of the Clinton County 9-1-1 Telecommunicator professionals for their crucial role in the protection of life and property, for the Public Safety Agencies and the Citizens of Clinton County.

STATE OF MICHIGAN
COUNTY OF CLINTON

I, DEBRA A. SUTHERLAND, Clerk of the County of Clinton do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at the regular meeting held March 31, 2026 is on file in the records of this office.

Debra A. Sutherland, Clinton County Clerk

John F. Fuentes
County Administrator/Controller

Todd J. Campbell
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TO: Human Resources Committee

FROM:



John F. Fuentes, County Administrator/Controller

SUBJECT: Prosecuting Attorney Office – Personnel Request

DATE: March 2026

Prosecuting Attorney Spagnuolo is requesting consideration to hire an Investigator at the top of the pay scale, based on the candidate's specialized training and twenty-four years of experience in law enforcement.

Administration supports this request based on the candidate's experience; however, the County Administrator/Controller is only authorized to approve hiring at the one-year rate.

Suggested Action:

Recommend approving the hiring of an Investigator in the Prosecuting Attorney's Office at the three-year rate based on candidate's background training and experience.

Debra A. Sutherland
Clinton County Clerk ~ Register of Deeds

Stephanie Dush, Chief Deputy Clerk/Register of Deeds

County Clerk

Courthouse
100 E. State St., Suite 2600
St. Johns, MI 48879
(989) 224-5140 Fax (989) 227-6421



Register of Deeds

Courthouse
100 E. State St., Suite 2500
St. Johns, MI 48879
(989) 224-5270 Fax (989) 227-6473

MEMO

DATE: March 10, 2026
TO: Human Resources Committee/Board of Commissioners
FROM: Stephanie Dush, Chief Deputy Clerk/Register
RE: Chief Deputy/Register Vacancy Salary Request

1. It was approved in February to fill the vacancy for the Chief Deputy Clerk/Register of Deeds.
2. I have identified and recommended a qualified candidate to fill the Chief Deputy Clerk/Register position.
3. Due to level of experience and qualifications, I ask the candidate's experience be taken into consideration and that the candidate be hired at the top of the pay scale.
4. The recommended Applicant is highly experienced in the required duties with a strong background in administering elections, clerking meetings and assisting with annual budget preparation. This extensive experience warrants additional consideration for starting the candidate at the top of the pay scale.
5. Under the Personnel Policy (3.0) requests must be approved by the BOC, based on the recommendation of the HR Committee.

Suggested Action:

Authorize the Clerk/Register of Deeds Office to fill the vacancy of Chief Deputy Clerk/Register of Deeds (Grade 10) position at the year 3 pay scale effective immediately.

John F. Fuentes
County Administrator/Controller

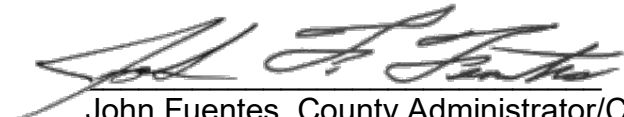
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TO: Human Resources Committee

FROM: 
John Fuentes, County Administrator/Controller

SUBJECT: Planning & Zoning – HR Consulting Proposal

DATE: March 2026

JL HR Consulting has provided a proposal to partner with the County to design and implement a structured, skills-based hiring process for a Community Development Director or Planning & Zoning Director role, as outlined in the attached proposal.

Suggested Action:

Authorize Administration to execute agreement with JL HR Consulting.

Discuss and determine the departmental organization.

JL HR Consulting Proposal



JL HR CONSULTING

Company: Clinton County

Date 3/23/2026

Timeline: March and April 2026

Consulting Services

Overview

JL HR Consulting will partner with Clinton County to design and implement a structured, data-driven, skills-based hiring process for the Community Development Director or Planning and Zoning Director role using JOFI Assessments, subject to determination by the Board of Commissioners. This approach ensures a consistent, defensible, and evidence-based selection process aligned with the competencies required for long-term success.

Scope of Services

1. Talent Acquisition Process Design & Preparation

- Facilitate an intake and strategy session to define role expectations, success factors, and hiring priorities
- Review and refine the job description (if needed)
- Develop a structured recruitment and selection process aligned with best practices
- Create structured interview guides
- Develop evaluation tools and scoring sheets for consistent candidate assessment

2. JOFI Assessment Management

- Identify the appropriate JOFI Job Family alignment for the role
- Set up and configure the JOFI pilot (including customized candidate communication)
- Assign and manage JOFI Assessments (Personality and Career Interests)
- Maintain candidate confidentiality (candidates identified by number during evaluation phase)
- Analyze results and provide:
 - Candidate Job Fit Reports
 - JOFI Job Fit Analysis
 - Candidate Comparison Reports

3. Selection & Hiring Support

- Compile and review all candidate data, including interview and assessment results
- Develop comparison summaries across all candidates
- Support the identification of candidates with strong alignment to role requirements

4. Support & Training Decision

- Include all individuals directly involved in the hiring process, including participation in meetings, candidate evaluation, and selection decisions. This will include the County Administrator, HR Director, and any additional members designated by the Administrator. The Board of Commissioners will provide final approval of both the Selection Team composition and the final hiring decision.
- Provide guidance on interpreting JOFI results
- Offer targeted training and consulting support as needed throughout the process

Deliverables

- Job Fit Summaries (including strengths and development considerations)
- JOFI-based structured interview guide with behavior-based questions
- Candidate comparison report
- Final recommendation report

All deliverables align with JOFI's validated framework, including:

- Personality (Big Five + 15 sub-traits)
- Career Interests (RIASEC model)

Cost & Investment

The standard value of this engagement, based on the estimated consulting rate, is \$2,475

For this pilot engagement, JL HR Consulting is offering a reduced investment of \$2,000, representing a \$475 (19%) discount.

There is no charge for JOFI Assessments as part of this pilot.

Amount: \$2000

This pricing reflects only the services defined within this proposal. Any work requested outside of this scope will require a formal addendum and will be billed separately.

Payment Terms: Due upon receipt of invoice.

Optional Interview Participation (Add-On Service)

JL HR Consulting is available to participate in candidate interviews to support structured evaluation and consistency in the selection process.

Participation in interviews is not included in the base scope of this proposal and will be billed separately at an hourly rate of

Interview time: \$150 per hour or half-day option (4 hours) \$500

Virtual participation will be billed based on actual time in interviews and related preparation.

Participation is optional and can be coordinated based on your preference and the needs of the selection process

Acceptance

Julie MacFarland
President, JL HR Consulting

Date: _____

Dare: _____

Name and Title
Clinton County

COMMITTEE AGENDA ITEM

DATE OF MEETING: March 2026	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:

COMMITTEE/COMMISSION APPOINTMENTS:

Solid Waste Council: There is a vacancy on the Solid Waste Council for the Planning Commission Liaison.

Zoning Board of Appeals: There is a vacancy on the Zoning Board of Appeals for the Planning Commission Liaison.