

John F. Fuentes
County Administrator/Controller

Todd J. Campbell
Deputy Administrator



Cindy Moser
Finance Director

100 E. State Street, Suite 2100
St. Johns, Michigan 48879
(989) 224-5120 • Fax: (989) 224-5102
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**HUMAN RESOURCES COMMITTEE
THURSDAY, SEPTEMBER 21, 2023 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
3	10:05	LETTER OF AGREEMENT WITH CAPITOL CITY LABOR PROGRAM (CCLP) - SHERIFF'S OFFICE ROAD PATROL BARGAINING UNIT (ADMINISTRATION)
4	10:15	COMMITTEE/COMMISSION APPOINTMENTS
5	10:25	ADMINISTRATOR'S REPORT
6	10:35	COMMISSIONERS' COMMENTS
7	10:45	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		

- **Addition to Agenda: Accounting Request – 4A**

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.

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TO: HR Committee

FROM: 
John F. Fuentes, County Administrator/Controller

SUBJECT: Letter of Agreement with Capital City Labor Program (CCLP) – Sheriff’s Office Road Patrol Bargaining Unit

DATE: September 13, 2023

For your review and approval, attached please find a Letter of Agreement with the CCLP – Sheriff’s Office Road Patrol Bargaining Unit to provide the Employer with discretion to place new hires on the salary schedule based on experience in order to attract prospective police officers. This agreement will also allow current bargaining unit members with less than four (4) years of experience to be placed at the top step of the wage schedule.

The agreement, unless mutually extended in writing by the parties, shall expire on December 31, 2024 or upon the execution of a successor collective bargaining agreement between the parties.

Suggested Action:

Recommend authorizing the Letter of Agreement with the Capital City Labor Program (CCLP) – Sheriff’s Office Road Patrol Bargaining Unit as presented.

LETTER OF AGREEMENT
BETWEEN CLINTON COUNTY
THE CLINTON COUNTY SHERIFF
-AND-
THE CAPITOL CITY LABOR PROGRAM
SHERIFF'S OFFICE ROAD PATROL BARGAINING UNIT

PRIOR EXPERIENCE

The Clinton County Board of Commissioners and the Clinton County Sheriff (hereinafter collectively "Employer") and the Capitol City Labor Program ("CCLP") for the Clinton County Sheriff's Office Road Patrol Bargaining Unit (hereinafter "Union") are parties to a collective bargaining agreement for the period of January 1, 2022 through December 31, 2024. This Letter of Agreement ("LOA") shall become effective upon signature of parties.

Whereas, Article 19, Section 1 of the collective bargaining agreement and the corresponding wage tables set out the salary for bargaining unit classifications; and

Whereas, the Employer, like many throughout the State, is affected by notable recruitment and retention difficulties related to the limited availability of licensed, qualified police officers; and

Whereas, in implementing incentives to attract prospective police officers the Employer would like to have discretion to place new hires on the salary schedule based on experience and the Union is agreeable to the concept.

Now, Therefore, the parties agree as follows:

A. Upon execution of this Agreement, the following language shall be added to Article 19 of the collective bargaining agreement as Section 5 and shall replace and supersede all prior agreements between the parties as to the section:

"19.5: Prior Experience. New hires will normally be paid at the start wage step. Based upon prior applicable law enforcement experience, the Board of Commissioners, upon recommendation of the Sheriff, may start a new hire at any step on the wage scale commensurate with his/her experience."

B. The parties further agree that, in the first full pay period following the execution of this Agreement, all current bargaining unit members with less than four (4) years of experience shall be placed at, and thereafter compensated according to, the top step on the wage schedule. This adjustment is not required to occur with each subsequent lateral hire.

C. This letter of agreement, unless mutually extended in writing by the parties, shall expire on December 31, 2024 or upon the execution of a successor collective bargaining agreement between the parties.

D. This Agreement is without precedent as to any future matters between the parties and except for the provisions expressly referenced in this Agreement, all other terms and conditions of employment continue to be covered under the collective bargaining agreement

This Letter of Agreement constitutes the entire agreement of the Parties.

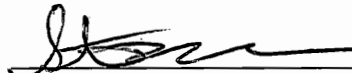
Signed this _____ day of August, 2023.

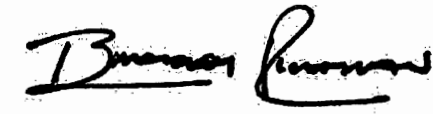
FOR CLINTON COUNTY:

Robert Showers
Chairman of the Board of Commissioners

John Fuentes
County Administrator

**FOR THE CAPITOL CITY
LABOR PROGRAM:**


Stephen Bangs
Bargaining Unit President


Bradley Richman
Director, CCLP

**FOR THE CLINTON COUNTY
SHERIFF:**


Sean Dush
Sheriff

COMMITTEE AGENDA ITEM

DATE OF MEETING: September, 2023	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:

1. **Department of Health and Human Services (DHHS) Social Services Board:** Russel Hicks' term on the DHHS Social Services Board is due to expire on October 31, 2023. He wishes to be reappointed for a three (3) year term.
2. **Capital Area Regional Transportation Study Technical Committee (CARTS):** As part of the committee assignments that were authorized during the January Board of Commissioners (BOC) organizational meeting, Doug Riley (previous Community Development Director) was appointed to serve on the Capital Area Regional Transportation Study Technical Committee (CARTS) for the year of 2023. Due to Doug Riley's retirement, it is recommended the County's new Director, Raphael Kasen, be appointed to fill the remainder of the term for 2023.
3. **Clinton Area Transit System (CATS) Board:** Lisa Grysen has resigned from the Clinton Area Transit System Board, leaving a vacancy for the remainder of a three (3) year term expiring December 31, 2025.

Addition to HR Committee - Item #4A

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TO: Human Resources Committee

FROM:


John F. Fuentes, County Administrator/Controller

SUBJECT: Accounting Request

DATE: September 19, 2023

Upon further consideration it is recommended that an Accounts Payable Clerk position be added to the current Position Allocation List for the following reasons:

1. To maintain adequate internal controls and segregation of duties;
2. To ensure adequate back-up capacity exists for critical payroll and accounts payable processes;
3. To ensure staff capacity is sufficient to manage federal and state grant reporting and external financial reporting compliance;
4. To ensure staff capacity is sufficient to manage County's CIP Projects accounting;
5. To utilize current long-term employee within an elected office with extensive financial, accounting, and institutional experience;
6. To provide elected officer the opportunity to hire and appoint a chief deputy without displacing a long-term employee prior to retirement eligibility.

The Finance Director requested the addition of this position in the 2024 Budget. Reconsideration was given based on discussions with the elected official and employee, for the mutual best interest of the County and the elected official.

Suggested Action:

Recommend approval of an additional Accounts Payable Clerk position to be added to the current Position Allocation List and 2024 recommended budget, and approval to fill the position.