

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
www.clinton-county.org

**HUMAN RESOURCES COMMITTEE
JANUARY 22, 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	PROSECUTOR REQUEST
4	10:15	PLANNING AND ZONING REQUEST
5	10:25	COUNTY CLERK REQUEST
6	10:35	HIRING PROCESS – AUTHORIZATION TO FILL VACANCIES (CHAIRPERSON FICKES)
7	10:45	<i>CLOSED SESSION: COLLECTIVE BARGAINING UPDATE [MCL 15.268(c)] – NO ATTACHMENT</i>
8	10:55	TAX ALLOCATION BOARD APPOINTMENT
9	11:00	COMMITTEE/COMMISSION APPOINTMENTS
10	11:05	COMMISSIONERS' COMMENTS
11	11:15	ADMINISTRATOR'S REPORT
12	11:20	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.

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TO: Human Resources Committee

FROM:



John F. Fuentes, County Administrator/Controller

SUBJECT: Prosecuting Attorney – Personnel Request

DATE: January 2026

The Prosecuting Attorney is requesting to continue funding for the current intern position for up to 20 hours per week through May 2026, to assist with legal research. The legal research includes the review of medical records, trial preparation, brief writing for the homicide case they are prosecuting and the vehicle crash cases that are pending. The estimated cost of this request is \$7,200.

Suggested Action:

Recommend approving the continuation of funding for the Prosecuting Attorney's intern position for up to 20 hours per week through May 2026 at an estimated cost of \$7,200.


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To: HR Committee
From: 
Todd J. Campbell, Deputy County Administrator
Date: January 2026
Subject: Planning & Zoning Department Request

The Planning & Zoning Department, when fully staffed, has a total of three FTEs (Planning & Zoning Secretary, Planning & Zoning Director/Zoning Administrator and Assistant Planner) for a combined 120 hours of weekly department coverage. Currently, there are 1.5 FTEs, along with support from OHM Advisors for 24 hours per week for Planning & Zoning Director/Zoning Administrator duties (0.6 FTE) for a total of 2.1 FTEs/84 hours per week.

The Planning & Zoning Secretary is currently the only full-time team member in the department with a cross-trained team member from the Building Department working 20 hours per week as the Assistant Planner. The Planning & Zoning Secretary, Danelle Rose, has taken on additional responsibility since she is the only Planning & Zoning team member in the office on many days since late May 2025 when the most recent full-time Planning & Zoning Director/Zoning Administrator left employment with the County. Ms. Rose has stepped up in every category to learn more and take ownership and train OHM personnel in the inner workings of the department.

Additionally, Administration asked Interim Planning & Zoning Director/Zoning Administrator Lynn Wilson for comments/observations of Ms. Rose's work and any changes that may have occurred. Ms. Wilson's comments on Danelle include the following – Danelle has learned more about zoning requirements so she can now answer many common questions that people have when they stop by or call, instead of having a director or assistant planner to forward customers to. Ms. Rose is able to answer questions about setbacks, lot sizes, fencing, pools, chickens, and other basic questions that residents have rather than passing them along. Ms. Rose shows good judgement about what she knows and when she needs to ask for help. Danelle is also very comfortable in direct interactions with the public – both in person and on the phone. Danelle keeps track of cut-off dates, follow up notifications in the newspaper and with applicants, and timelines for getting requests for comments out. Although the responsibility is ultimately Lynn's – Danelle makes Lynn's job more efficient and easier and allows Lynn to spend her limited time where there is the most value. Ms. Rose takes the initiative to set up electronic folders, to create a first draft of notifications and draft agendas for meetings. This not only saves Lynn time since the work is almost done but it is very much appreciated that Danelle knows that it needs to be done and does it in a timely manner without needing to be asked to do it. Danelle also keeps Lynn informed regarding what applications are waiting for review by keeping the department tracking board of tasks updated. Lastly, Danelle manages Lynn's schedule and keeps things organized for Planning Commission and ZBA meetings and makes time to get the room set up and lets Lynn know it is complete.

As a result of the Planning & Zoning Secretary position evolving due to staffing needs, Administration is requesting the position be reclassified from grade 3 to grade 4 retroactively beginning on June 1, 2025 when OHM Advisors began providing planning and zoning services to the County. The increase for the period of June 1, 2025 through December 31, 2025 would be approximately \$1,500. Going forward beginning January 1, 2026, the hourly rate for a grade 3 is \$23.3823/hr. (\$48,635) and the hourly rate for a grade 4 is \$24.6553/hr. (\$51,283); a difference of \$2,648.

Suggested Action: *The HR Committee to recommend to the Board of Commissioners to reclassify the Planning & Zoning Secretary position to a grade 4, effective January 27, 2026 and authorize a one-time lump sum payment in the amount of \$1,500 for Ms. Rose, to recognize the expanded role taken on and continuing since June 2025.*

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: January 13, 2026
TO: Human Resources Committee/Board of Commissioners
FROM: Deb Sutherland
RE: Request to Post and Fill Vacancy

Mary Jo Wirth, Deputy County Clerk - Jury/Vitals/Collections (Grade 4 position), has announced her retirement effective May 29, 2026. Mary Jo has worked for the County since 2002. Due to this loss of institutional knowledge and the changes taking place in the office, as well as 2026 being a busy election year, we respectfully request to post and fill this position to allow for some overlap for training and transition.

This position plays a critical role in several key operational areas:

- We have recently received approval to provide in-house fingerprinting for CPL applicants, and this position is one of two primary roles responsible for processing CPL applicant services.
- Responsibilities include mailing and managing approximately 3,500 jury questionnaires annually, coordinating follow-up, and working closely with the Jury Board at meetings throughout the year.
- In addition to managing jury questionnaires, this position is responsible for attending all Circuit Court Jury Trials to oversee the jury process.
- We are in the process of implementing new vital records software, with training scheduled over the coming months. If feasible, there would be significant benefit to having a new hire participate in this training.
- It would also be advantageous for the office, our staff, and the citizens we serve for a new hire to receive as much training as possible prior to Mary Jo's departure. Given that the hiring process can take time, we would like to be proactive and begin the process now.

Suggested Action:

Authorize the Clerk's Office to post and fill the Deputy County Clerk – Jury/Vitals/Collections (Grade 4) position effective immediately.

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County Administrator/Controller

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TO: HR Committee

FROM:



John Fuentes, County Administrator/Controller

SUBJECT: Hiring Process – Authorization to Fill Vacancies

DATE: January 2026

Ways and Means Chairperson Rudat and HR Chairperson Fickes requested the HR Committee discuss the provision below within the 2026 Budget Resolution (#2005-20) regarding the filling of positions that become vacant.

BE IT FURTHER RESOLVED that in the event a vacancy occurs during 2026, the position will be filled subject to approval by the Administrator/Controller, Human Resources Committee Chairperson and Ways and Means Committee Chairperson. The only exception is for positions budgeted in the clerical pool, as they may be filled upon authorization from the County Administrator/Controller.

Suggested Action:

Committee discussion.

Debra A. Sutherland
Clinton County Clerk ~ Register of Deeds

Stephanie Dush, Chief Deputy Clerk/Register of Deeds

County Clerk

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(989) 224-5270 Fax (989) 227-6473

MEMO

DATE: January 13, 2026

TO: Human Resources Committee/Board of Commissioners

FROM: Deb Sutherland, Clerk of the Tax Allocation Board

RE: Appointment of Member to serve on the Tax Allocation Board

Pursuant to MCL 211.205j, the Tax Allocation Board is abolished when county electors approve separate tax limitations. In Clinton County, the electors approved Separate Tax Limitations on August 2, 2022, for a four-year period ending December 31, 2026. As a result, the Tax Allocation Board was abolished and must now be re-established during the current year.

Under MCL 211.205(e), the Board of Commissioners is responsible for appointing one individual to serve on the Tax Allocation Board. The appointed individual may not be officially connected with, or employed by, a local or county unit of government.

Please take the necessary action to appoint an eligible individual and submit the appointee's name to me no later than the end of March, so that I may prepare for the statutorily required meeting scheduled for April 20th.

Suggested Action:

Discuss the statutory appointment by the Board of Commissioners.

COMMITTEE AGENDA ITEM

DATE OF MEETING: January 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.

Construction Appeal Board: There is a vacancy on the Construction Appeal Board for a two (2) year term expiring December 31, 2027.

Planning Commission: There are two vacancies on the Planning Commission for the remainder of three (3) year terms expiring May 1, 2026 and May 1, 2028.

Zoning Board of Appeals:

1. There is a vacancy on the ZBA for a three (3) year term expiring December 31, 2026.
2. There is a vacancy on the ZBA for a three (3) year term expiring December 31, 2028.
3. There is a vacancy on the Zoning Board of Appeals for the Planning Commission Liaison.