



Personnel Committee Meeting Revised Agenda

April 1, 2024

6:15 p.m. or immediately following GGHHS Committee meeting, if later.

Hybrid In-Person and Virtual Meeting

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://us02web.zoom.us/j/3997000062>

A quorum of the Board of Commissioners may be in attendance at this meeting.

Pages

1. Call Meeting to Order
2. Roll Call
Frank Sample - Chairman, Roger Deaton - Vice Chairman, Martin Smith, and Nick Fiani
3. Pledge of Allegiance to the Flag
4. Approval of Agenda
5. Call to the Public
6. Approval of Minutes
 - 6.1 Meeting Minutes dated: March 04, 2024 2
7. Tabled Items from Previous Meetings
8. Reports
9. Resolutions for Consideration
 - 9.1 Drain Commission Brian Jonckheere 5
Resolution Authorizing the Reclassification of the Drain Maintenance Worker III
 - *9.2 Health Department Matt Bolang 9
Resolution Approving the Reclassification of the School Liaison Coordinator
10. Adjournment

Personnel Committee

Meeting Minutes



March 4, 2024, 6:15 p.m.

Hybrid In-Person and Virtual Meeting

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://us02web.zoom.us/j/3997000062>

Member Present: Frank Sample, Roger Deaton - Vice Chairman, Nick Fiani

Members Absent: Martin Smith

1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Frank sample at 6:37pm.

2. Roll Call

Frank Sample - Chairman, Roger Deaton - Vice Chairman, Martin Smith (Absent), and Nick Fiani

Roll call by the recording secretary indicated the presence of a quorum.

3. Pledge of Allegiance to the Flag

All rose for the Pledge of Allegiance to the Flag of the United States of America.

4. Approval of Agenda

Motion to approve the Agenda as presented.

Moved by N. Fiani

Seconded by R. Deaton

Yes (3): F. Sample, N. Fiani, R. Deaton; No (0); Absent (1) M. Smith

Motion Carried (3-0-1)

5. Call to the Public

Chuck Wright, Handy Township

Cindy Michniewicz

6. Approval of Minutes

6.1 Meeting Minutes dated: February 5, 2024

Motion to approve Minutes as presented.

Moved by N. Fiani

Seconded by R. Deaton

Yes (3): F. Sample, N. Fiani, R. Deaton; No (0); Absent (1) M. Smith

Motion Carried (3-0-1)

7. Tabled Items from Previous Meetings

None.

8. Reports

None

9. Resolutions for Consideration

9.1 Board of Commissioners

Resolution to Increase the Compensation to Members of the Livingston County Road Commission - Board of Commissioners

Motion to approve the Resolution to increase the compensation of the members of the Livingston County Road Commission to \$6500.00 per year.

Moved by N. Fiani

Seconded by R. Deaton

Yes (3): F. Sample, N. Fiani, R. Deaton; No (0); Absent (1) M. Smith

Motion Carried (3-0-1)

9.2 Sheriff

Resolution Authorizing the Reclassification of a Jail Intake Specialist to a Jail Division Deputy Position

Motion to recommend Resolution to the Board of Commissioners.

Moved by R. Deaton

Seconded by F. Sample

Yes (3): F. Sample, N. Fiani, R. Deaton; No (0); Absent (1) M. Smith

Motion Carried (3-0-1)

9.3 Sheriff

Resolution Authorizing the Reclassification of the Administrative Specialist-Jail Division to Jail Administrative Coordinator

Motion to approve the Resolution as presented.

Moved by N. Fiani

Seconded by R. Deaton

Yes (3): F. Sample, N. Fiani, R. Deaton; No (0); Absent (1) M. Smith

Motion Carried (3-0-1)

9.4 Public Defender

Resolution to Approve the Change in Position Title for the Social Worker to Client Advocate

Motion to approve the Resolution as presented.

Moved by R. Deaton

Seconded by N. Fiani

Yes (3): F. Sample, N. Fiani, R. Deaton; No (0); Absent (1) M. Smith

Motion Carried (3-0-1)

9.5 Board of Commissioner - TAB

Resolution Approving an Appointment to the Livingston County Tax Allocation Board

Motion to recommend the Resolution to the Board of Commissioners.

Moved by N. Fiani

Seconded by F. Sample

Yes (3): F. Sample, N. Fiani, R. Deaton; No (0); Absent (1) M. Smith

Motion Carried (3-0-1)

9.6 Board of Commissioners - HC

Resolution Approving Appointments to the Livingston County Health Advisory Committee (HC)

Motion to recommend the Resolution to the Board of Commissioners.

Moved by N. Fiani

Seconded by R. Deaton

Yes (3): F. Sample, N. Fiani, R. Deaton; No (0); Absent (1) M. Smith

Motion Carried (3-0-1)

9.7 Board of Commissioners - POSAC

Resolution Approving Appointments to the Livingston County Parks & Open Space Advisory Committee

Motion to recommend the Resolution to the Board of Commissioners.

Moved by R. Deaton

Seconded by N. Fiani

Yes (3): F. Sample, N. Fiani, R. Deaton; No (0); Absent (1) M. Smith

Motion Carried (3-0-1)

10. Adjournment

Motion to adjourn the meeting at 6:48pm.

Moved by N. Fiani

Seconded by R. Deaton

Yes (3): F. Sample, N. Fiani, R. Deaton; No (0); Absent (1) M. Smith

Motion Carried (3-0-1)

Pam Dinsmore
, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of the Drain Maintenance Worker III – Drain Commissioner

- WHEREAS,** the Drain Department has a need for a job reclassification of a current Drain Maintenance Worker II; and
- WHEREAS,** the Drain Maintenance Worker positions are responsible for the overall maintenance of drain systems, installation of catch basins, removal of trees, cleaning of open drainage ditches by removing brush and other debris, and cleaning and maintaining of tile drains. Responsible also for the maintenance of all necessary equipment; and
- WHEREAS,** the position has recently experienced high turnover and limited recruitment and retention at the current pay grade; and
- WHEREAS,** funding for this request is available in the Drain Commissioner budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the reclassification of the Drain Maintenance Worker II to Drain Maintenance Worker III to Grade 5 of the nonunion scale.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
27500114	DRAIN MAINTENANCE WORKER II	NU	4	1.00	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
27500114	DRAIN MAINTENANCE WORKER III	NU	5	1.00	A

#

MOVED:
SECONDED:
CARRIED:

NOTE: This reclassification review needs only Personnel Subcommittee approval and does not need to move forward to any other committee.

LIVINGSTON COUNTY JOB DESCRIPTION

DRAIN MAINTENANCE WORKER III

Supervised By: Field Supervisor – Drain Commissioner
Supervises: No supervisory responsibility
Department: Drain Commissioner
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Field Supervisor – Drain Commissioner, this position is responsible for serving as the more senior worker in the overall maintenance of drain systems, installation of catch basins, removal of trees, cleaning of open drainage ditches by removing brush and other debris, and cleaning and maintaining of tile drains. Responsible for the lead maintenance of all necessary equipment.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as the more senior drain maintenance worker with responsibility for the more complex aspects of the maintenance assignment in regard to project leadership.
2. Operates various equipment and vehicles to clear and/or clean easements, streams, and rivers of obstructions and debris.
3. Repairs or replaces old or damaged equipment or drainage infrastructure and installs new drainage.
4. Performs maintenance on assigned equipment and vehicles. Serves as the lead person for this responsibility, assuring proper maintenance and minor repair.
5. Maintains and records mileage, job type, and work performed for work orders.
6. Performs post-closure landfill maintenance to include maintaining the methane system, cleaning sumps, and mowing grass.
7. Assists the sanitary crews on repairs and maintenance.
8. Assists with gathering data with GPS and vector operations.

9. Performs sewage pumping in residential areas and lift stations.
10. Maintains sewage pumping systems for residential homes.
11. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED and three years of progressively more responsible experience in performing construction and maintenance work in a public works or similar environment.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Hi-Lo certification and applicable OSHA certifications.
- Michigan Commercial Driver's License Class B with a tanker endorsement.
- Good working knowledge of the principles and practices of maintaining drainage systems.
- Considerable knowledge and skill in utilizing a variety of heavy equipment, power tools and vehicles, performing general and emergency maintenance and repairs, and maintaining accurate and detailed records.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including some knowledge of Microsoft Suite applications and department-specific software.

- Skill in the use of GPS, underground cable locators, metal detectors, laser levels, confined space entry equipment, and gas monitors.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear, and view and create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc., and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 75 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works in outdoor weather conditions. The employee works near moving mechanical equipment. The noise level in the work environment is usually moderate but can frequently be loud.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Reclassification of the School Liaison Coordinator – Health Department

WHEREAS, the Health Department had the Hearing and Vision Coordinator position re-evaluated; and

WHEREAS, this reclassified position, the School Liaison Coordinator, is responsible for the coordination and execution of all programs that interact with or provide oversight with schools in the county. This specifically includes the day-to-day operation of the Michigan Department of Community Health Hearing and Vision Program including the supervision of technical staff. This position may also coordinate the work of other clerical staff and provides leadership and guidance to other staff members as necessary; and

WHEREAS, MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 8 of the nonunion pay scale; and

WHEREAS, the Health Department also wishes to change this part-time position into full-time, which will require the approval of the full Board of Commissioners; and

WHEREAS, there are sufficient funds in the Health department budget to cover the increased costs.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the reclassification of the School Liaison Coordinator to Grade 8 of the nonunion scale.

CURRENT:

Position #	Description	Group	Grade	FTE	Status
60100115	HEARING & VISION COORDINATOR	NU	5	0.73	A

PROPOSED:

Position #	Description	Group	Grade	FTE	Status
60100115	SCHOOL LIAISON COORDINATOR	NU	8	1.00	A

#

#

#

MOVED:

SECONDED:

CARRIED:

NOTE: This reclassification review needs only Personnel Subcommittee approval and does not need to move forward to any other committee. However, the increase in hours from part-time to full-time requires the approval of the full Board of Commissioners

RESOLUTION NO:

PAGE: 2

To: Ms. Jennifer Palmbos
From: Joel Palladini, Analyst
Sheena Horton, Director
Date: 3/13/2024
Re: Pay Grade Evaluation

This memo responds to your request for a pay grade evaluation of the following classification:

1. School Liaison Coordinator

- It is our understanding that the **School Liaison Coordinator** position is responsible for the coordination and execution of all programs that interact with or provide oversight with schools in the county. This specifically includes the day-to-day operation of the Michigan Department of Community Health Hearing and Vision Program including the supervision of technical staff. This position may also coordinate the work of other clerical staff and provides leadership and guidance to other staff members as necessary.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected a hybrid benchmark that includes, “School Nurse” and “Office Manager” (100%) from Salary.com’s CompAnalyst database (Lansing, MI (Metro) | All Industries | All FTEs, base average: \$70,800).

Based on our assessment of position duties, Livingston County’s 2024 pay grade scale, and relevant external market data obtained from Salary.com CompAnalyst, we recommend the following:

- Grade Placement – Based on further analysis, MGT recommends pay grade **8** of Livingston County’s 2024 pay grade scale to ensure market competitiveness. We are looking at targeting “All Industries” for all FTEs. The minimum salary for this recommended group is \$57,900, the midpoint salary is \$68,700 and the maximum salary is \$82,000. After further market analysis, the average salary of \$70,800 fits in the recommended pay grade range of Livingston County’s 2024 Pay scale.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the School Liaison Coordinator.

Sources:
<https://companalyst.salary.com/>

School Liaison Coordinator
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Office Manager	<p>Oversees and manages the daily activities of office staff to ensure efficient operations, service delivery and expense control. Develops and implements procedures and policies for all administrative activities. Typically manages record-keeping, document preparation, mail distribution, reception, bill or invoice processing, maintenance services, technical support, project coordination/scheduling, and other related internal operations. Oversees the selection of vendors and the purchase of office equipment and supplies. Coordinates resources to troubleshoot, determine the best solutions, and solve problems. Tracks and analyzes operational costs and monitors budget. Recruits, trains, and coaches office staff to achieve optimal performance. May require a bachelor's degree. Typically reports to a head of a unit/department.</p> <p>M01-Entry Manager (Sr. Supervisor) : Supervises a group of primarily para-professional level staffs. May also be a level above a supervisor within high volume administrative/ production environments. Makes day-to-day decisions within or for a group/small department. Has some authority for personnel actions. Typically requires 3-5 years experience in the related area as an individual contributor. Thorough knowledge of functional area and department processes.</p>	\$84,700	1.0
School Nurse	<p>Administers nursing care under the guidelines of a school system. Participates in the implementation and evaluation of student care. Ensures the health, comfort and safety of students. Requires state nursing licensure and educational credential. Typically requires an associate's degree in nursing. Typically reports to a supervisor or manager.</p> <p>P01-Entry : Work is closely managed. Works on projects/matters of limited complexity in a support role. Typically requires 0-2 years of related experience.</p>	\$55,500	1.0
	Lansing, MI (Metro) All Industries All FTEs	\$70,800	1.0

LIVINGSTON COUNTY JOB DESCRIPTION

School Liaison Coordinator

Supervised By: Director of Personal Preventive Health Services/Deputy Health Officer

Supervises: Hearing and Vision Technicians and serves as a leader for other clerical staff

Department: Health Department

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Director of Personal Preventive Health Services/Deputy Health Officer, this position is responsible for the coordination and execution of all programs that interact with or provide oversight with schools in the county. This specifically includes the day-to-day operation of the Michigan Department of Community Health Hearing and Vision Program including the supervision of technical staff. This position may also coordinate the work of other clerical staff and provides leadership and guidance to other staff members as necessary.

Essential Job Functions- School Reporting:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily

1. Act as a liaison between MDHHS and school/childcare centers. Ensure that all changes and new reporting requirements are communicated to school/childcare reporting staff.
2. Train and assist school/childcare staff in the MCIR/SIRS reporting process. Monitor for compliancy and retain all records of communication made to school/childcare settings. Prepare and retain appropriate compliancy reports.
3. Verifies and enters foreign exchange and out of state immunization records submitted by schools/childcares into MCIR for immunization reporting purposes.
4. Serves as the primary Health Department contact for school and childcare reporting staff and will handle all questions and concerns related to school reporting.
5. Oversees weekly aggregate CD reporting for schools and childcare centers. Monitors for compliancy and manages user accounts in Webtects reporting platform.
6. Acts as the primary contact for immunization waiver questions or concerns from school/childcare staff and parents. Monitors availability of waiver appointments.
7. Coordinates the annual LCHD School Meeting.

Essential Job Functions- Hearing and Vision:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as a formal leader of Hearing and Vision staff by managing the day-to-day work, including the review and evaluation of job performance and other employee relation matters. Also, in consultation with the Director participates in the interviewing and hiring process of vacant technician positions as well as employee discipline.
2. Coordinates the work assignments of Hearing and Vision program staff, including the review and approval of requested time off and the coordination of work schedules to ensure service delivery.
3. Provides leadership and guidance to employees to support the success of the program. Coordinates training, observes, and assists Technicians, assigns school schedules and other program tasks, as needed.
4. Acts as the primary contact for the hearing and vision testing program for all staff, parents, and school personnel with concerns and complaints. Handles all concerns and complaints for the program.
5. Prepares and reviews reports and statistics regarding testing results for review for the County and state monthly, quarterly, and yearly.
6. Implements and maintains testing results and records and follow-up listings. Ensures follow-up is performed for children who were referred for further evaluation. Responsible for the records retention process and storage.
7. Maintains inventory for hearing and vision testing supplies.
8. Schedules calibration of testing equipment and any repairs, as needed.
9. Attends conferences, workshops, and seminars as appropriate.
10. Complies with the Health Department's quality improvement policy and actively participates in the quality improvement plan.
11. Perform all other duties as assigned.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as a leader of Administrative Specialist staff of the PPHS Division working in school related functions by managing the day-to-day work, including the review and evaluation of job performance and other employee relation matters. Also, in consultation with the Director of PPHS may participate in the interviewing and hiring process of vacant clerical positions as well as employee discipline.
2. Coordinates the work assignments of administrative support staff working in school related functions, including the review and approval of requested time off and the coordination of work schedules to ensure service delivery.
3. Recommends changes to PPHS policies and procedures to increase efficiencies and improve customer service. Develops standard operating procedures to implement the recommended changes and trains appropriate staff, which may include professional staff, on these changes.
4. Assists in training Administrative Specialist staff to perform the duties associated with each position.
5. Provides backup to Administrative Specialist staff in their absence, including answering phones, and directing customer inquiries.
6. Responsible for completing other tasks as described herein or delegating tasks to Administrative Specialist staff where appropriate.
7. Acts as FOIA coordinator for the PPHS Division. Coordinates with County FOIA coordinator per FOIA policy set by Board of Commissioners.
8. Performs basic office duties such as copying, filing, faxing, typing standard documents, preparing, sorting, distributing mail, and entering data into various software programs or spreadsheets.
9. Utilizes available programs to compile and enter data into state and local databases, including but not limited to: Microsoft Suite, Easy Log Data Logger, Patagonia (EMR), BS&A, Sword Solutions, and Munis. State of Michigan programs/databases: CHAMPS, MILOGIN, MI-WIC, EPPIC, CSHCS, MCIR, MDSS, DSA, CHASS, Healthy Michigan & Medicaid Programs, LHD SharePoint, WPS-Medicare, RKStudio. Utilizes these programs to prepare various reports as needed based on mandatory program requirements or other administrator requests. Problem solves highly complex issues with the computer-based programs.

10. Manages document archival system. Categorizes records to be filed, and scans contracts, permits, and other records using document management system. Assists other professional staff on functionality of the system as needed.
11. Performs other duties as directed by the Director of PPHS.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma supplemented by vocational or college-level training in office management or similar discipline and four years of experience in providing administrative support in a complex customer service-focused operation.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Through knowledge of Michigan Department of Community Health Hearing and Vision Program, screening techniques and procedures testing hearing and vision with children, interpreting testing results and public health care principles and practices.
- Knowledge of Hearing and Vision Equipment and its appropriate usage.
- Considerable knowledge of records management and retention.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, school officials and staff, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software programs utilized by the Livingston County Health Department and specialized hearing and vision testing equipment.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals, and situations while performing required duties.



LIVINGSTON COUNTY HEALTH DEPARTMENT

2300 East Grand River Avenue, Suite 102
Howell, Michigan 48843-7578

www.lchd.org

PERSONAL/PREVENTIVE HEALTH SERVICES

P: (517) 546-9850
F: (517) 546-6995

ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858
F: (517) 546-9853

March 25, 2024

To: Livingston County Board of Commissioners – Personnel Committee

From: Matt Bolang

Re: Resolution Approving the Reclassification of the School Liaison Coordinator

The attached resolution requests the Personnel Committee to approve the job description and associated pay scale changes from the former Hearing and Vision Coordinator position to the School Liaison Coordinator position. This revised position description was evaluated by our consultant, MGT, and they have suggested a change from Grade 5 to Grade 8. The recent retirement of the incumbent has allowed us to review roles and responsibilities within the department, and it has become evident that the current configuration of this role is not optimally serving the needs of our educational institutions in Livingston County.

Over the years, the present Hearing and Vision Coordinator position has faced challenges in fulfilling its intended functions. The position has been tasked not only with coordination responsibilities but also with technical duties, particularly as a Hearing and Vision Technician. This dual role has severely constrained the capacity to dedicate sufficient time and attention to the coordination aspect of the position. To address this issue and to better align our staffing structure with the evolving needs of our schools, we propose transitioning the Hearing and Vision Coordinator position into a School Liaison Coordinator role. This new position would encompass a broader range of responsibilities, ensuring more effective support for our educational programs and initiatives.

The School Liaison Coordinator will serve as the primary point of contact for all school-related matters within our organization, which is now handled by multiple staff positions. In addition to coordinating hearing and vision services, this revised position will be responsible for overseeing various state-mandated school programs and reporting requirements. These include but are not limited to:

- State-mandated school vaccination reporting
- State-mandated vaccination waiver reporting
- Communicable disease reporting
- Aggregate counts reporting
- Any future state requirements (i.e. Kindergarten Oral Health Assessment Program)

By consolidating these functions under the purview of the School Liaison Coordinator, we aim to streamline operations, enhance efficiency, and ensure comprehensive support for our schools. This restructuring will enable us to better meet regulatory obligations while also providing valuable assistance to school administrators, staff, and students.

We have adequate funding available in our current budget to accommodate the additional cost which include dedicated State funding for our Hearing and Vision program, along with other funding sources, including program funding in our Essential Local Public Health and Emerging Threats Grants. Additionally, with the promotion of an internal candidate for our PPHS Director position, we have an unfilled Nurse Program Coordinator position that we do not intend to fill this year (cost savings of >\$60,000). We will reassess the need for that vacant position and will incorporate any changes into our FY25 budget request.

We believe that this proposed change will result in a more effective and responsive organizational structure, better equipped to address the diverse needs of our educational community. We appreciate your consideration of this proposal and look forward to your support in implementing this change. Just to note, since we are proposing to increase this position from part-time to full-time we will need future approval from the GG/HHS Committee and the Full Board of Commissioners.

Please do not hesitate to contact me should you have any questions.



CONTACT INFORMATION

Requester: Matt BolangTitle of Requester: Health OfficerDept. Phone Number/Extension: 517-522-6805Date Requested: 3-19-24

POSITION INFORMATION

Position Title: School Liaison CoordinatorSupervisor: Lindsay Kalberer

1. Is the purpose of this request to fill a position as a result of a vacancy?

Yes ☒ No ☐If so, name of person last holding this position: Michelle Steele (term 02.23.2024)

2. Is the purpose of this request to reclassify a current position?

Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position?

Yes ☒ No ☐From: 29 To: 40If so, name of current incumbent: vacant

4. Is the purpose of this request to transfer a current position?

Yes ☐ No ☒

If so, Current Department: _____

Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: _____

Justification of request / change of position (REQUIRED): This position would replace the current Hearing and Vision Coordinator and is responsible for the execution of all programs that interact with or provide oversight with schools in the county and may also coordinate the work of other clerical staff and provides leadership and guidance to other staff members.

FUNDING INFORMATION

Base Annual Salary: \$29.98/Hr This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100Allocation (Required): Current: Org. 22160100 % 100

Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

OK 3-19-24
Supervisor (if applicable) DateMS 3/19/24
Department Head Date

HR OFFICE ONLY

Job Class: 6040 Job Title: School Liaison Coordinator Grade/Step: NU8H / 1FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 03.21.2024

BUDGET OFFICE ONLY

Position Control # 60100115 ✓ Org. 22160100Funds Available: Yes ☐ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐Comments: Requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

Funding Org
22160100

Current @ Current Year Annual

Proposed @ Current Year Annual

2024

2024

Hearing & Vision Coordinator

School Liaison Coordinator

Grade 5 - 0.73 FTE

Grade 8 - 1.0 FTE

Non Union

Non Union

Annual Costs

Annual Cost

Annual Cost

Salary	\$	35,001	\$	62,365
FICA	\$	2,678	\$	4,771
Pension	\$	15,273	\$	15,273
Health	\$	-	\$	11,890
Workers Comp	\$	455	\$	811
Life	\$	-	\$	150
LTD	\$	-	\$	172
STD	\$	-	\$	480
Total Annual Costs	\$	53,407	\$	95,912

Annual Difference +/-
\$ 42,505

Partial Year

Current Budgeted

Proposed

Estimated Hire/Recalss Date

6/1/2024

6/1/2024

Weeks Remaining

30

30

Salary	\$	20,193	\$	35,980
FICA	\$	1,545	\$	2,752
Pension	\$	15,273	\$	15,273
Health	\$	-	\$	-
Workers Comp	\$	263	\$	468
Life	\$	-	\$	86
LTD	\$	-	\$	99
STD	\$	-	\$	277
Total Annual Costs	\$	37,273	\$	54,936

Partial Year
Difference
+/-

\$ 17,662

Department Director

Matt Bolang

Date

3/21/24

Fiscal Services

Porter Mads

Date

3/22/2024