



TUSCOLA COUNTY

Board of Commissioners

BOARD MEETING AGENDA

Friday, February 2, 2024 – 8:00 AM

H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723

Public may participate in the meeting electronically:

(US) +1 929-276-1248 PIN:112 203 398#

Join by Hangouts Meet: meet.google.com/mih-jntr-jya

8:00 AM Call to Order - Chairperson Vaughan
Prayer - Commissioner Vaughan
Pledge of Allegiance - Commissioner Bardwell
Roll Call - Clerk Fetting

Page

Adoption of Agenda

Brief Public Comment Period for Agenda Items Only

New Business

- | | | |
|----|--|-------|
| 1. | Next Steps for the Controller/Administrator Hiring Process
Controller Job Description
Tentative Timeline | 5 - 7 |
| 2. | Refill Vacant Part-Time Administrative Assistant at Thumb Narcotics Unit
TNU Request to Refill Vacant Position | 8 |
| 3. | Refill Vacant Full-Time Material Handler Position
New Hire | 9 |

Old Business - None

Correspondence/Resolutions

Commissioner Liaison Committee Reports

Young

Board of Public Works
County Road Commission Liaison
Dispatch Authority Board
Genesee Shiawassee Thumb Works
Great Start Collaborative
Human Services Collaborative Council (HSCC)
MAC Agricultural/Tourism Committee
Region VII Economic Development Planning
Saginaw Bay Coastal Initiative
Senior Services Advisory Council
Tuscola 2020
Local Units of Government Activity Report

Bardwell

Behavioral Health Systems Board
Caro DDA/TIFA
Economic Development Corp/Brownfield Redevelopment
MAC 7th District
MAC Workers Comp Board
MAC Finance Committee
NACo Rural Action Caucus (RAC)

Local Units of Government Activity Report

Vaughan

Board of Health
County Planning Commission
Economic Development Corp/Brownfield Redevelopment
MAC Environmental Regulatory
Mid-Michigan Mosquito Control Advisory Committee

NACO-Energy, Environment & Land Use
Parks and Recreation Commission
Tuscola County Fair Board Liaison
Local Units of Government Activity Report

Lutz

Board of Health
Community Corrections Advisory Board
Department of Human Services/Medical Care Facility Liaison
Genesee Shiawassee Thumb Works
Jail Planning Committee
Local Emergency Planning Committee (LEPC)
MAC Judiciary Committee
MEMS All Hazard
Local Units of Government Activity Report
Human Development Commission Board of Directors Liaison

Koch

Behavioral Health Systems Board
Recycling Advisory
Jail Planning Committee
MI Renewable Energy Coalition (MREC)
Local Units of Government

Other Business as Necessary

Extended Public Comment

Adjournment

Note: If you need accommodations to attend this meeting, please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two (2) days in advance of the meeting.

CONTROLLER/ADMINISTRATOR JOB DESCRIPTION

General Statement of Duties

This position is under the direction of and reports to the Board of Commissioners (BOC). The position is an “at will”, exempt position that serves at the pleasure of the BOC. The Controller-Administrator (CA) acts as an agent for the BOC in managing county affairs. This is the highest level professional administrative-managerial position for the county. The CA is both the chief financial-accounting officer and the chief administrative officer. The duties of the CA require excellent leadership, financial, analytical, problem solving, managerial-supervisory, organizational, planning, and written-verbal communication skills.

Chief financial accounting officer duties of the CA include but are not limited to: having charge and supervision of all accounts and accounting of every office, officer and department of the county, assuring that a proper system of accounting is in place including a general ledger that records assets-liabilities of all funds, overseeing accounts payable and payroll operations, leading the development of the annual budget and comprehensive annual financial report (audit), reporting county financial condition to the BOC, overseeing central purchasing and fringe benefit programs, conducting multi-year financial planning, and analyzing state-federal bills to determine the impacts on county finances.

Chief administrative officer duties of the CA include but are not limited to: supervising the operation and performance of non-elected departments and heads of departments; identifying, researching and gathering information to solve problems, assisting with labor negotiation, keeping the BOC updated on numerous issues, overseeing county property-liability and other insurance risk management programs, assisting with grant administration, responsibility for maintenance of all county buildings, acting as liaison between the county and its legal counsel, local-state-federal government and elected-appointed officials, and preparing BOC and committee agendas and consent agenda motions.

Distinguishing Features of the Position

As the chief financial-accounting officer duties of the CA include but are not limited to:

- a) Develops and implements the county’s budget according to the Uniform Budgeting and Accounting Act
- b) Ensures that a system of accounting is installed and properly kept with respect to all departments and funding units following the Uniform Chart of Accounts
- c) Examines regularly the books and accounts of all county funded operations and reports findings to BOC
- d) Retains a general ledger showing at all times the assets and liabilities of the county and all of its accounts-funds
- e) Operates a centralized purchasing system for all purchases of county funded goods and services
- f) Oversees the preparation of the payroll and accounts payable
- g) Reports on overall county financial health, including planning for future revenues-expenditures and monitoring any increasing demands for funds or declines in revenue
- h) Assures that an Annual Comprehensive Financial Report (Audit) of county finances is prepared in compliance with Generally Accepted Accounting Principles and presented to the BOC
- i) Analyzes numerous financial proposals including millage requests and if necessary prepares alternative-recommendations for commissioner review and consideration
- j) Works with bond attorneys regarding issuing bonds and other financing proposals and explains county financial standing to bond rating agencies
- k) Analyzes pending and new legislation for impacts on the county’s financial and operational health
- l) Serves as the liaison between the county and its outside accounting firm to ensure that the county is in compliance with state-federal financial regulations

As the chief administrative officer duties of the CA include but are not limited to:

- a) Supervises the operation and performance of non-elected departments and heads of departments and with the approval of BOC appoints and removes non-elected department heads
- b) Oversees all county human resource operations including fringe benefit programs: health insurance, life insurance, deferred compensation, workers' compensation, disability, pension programs, open enrollment and extensive federal-state reporting requirements, etc.
- c) Identifies, researches, gathers information and makes recommendations to solve problems
- d) Keeps the BOC and others updated regarding numerous issues and other matters impacting the county
- e) Assists in overseeing labor negotiations and cost analysis of union proposals for labor attorneys
- f) Oversees the acquisition and maintenance of all county property, liability and other insurance programs
- g) Oversees the acquisition, development and maintenance of all county buildings and equipment
- h) Coordinates with county legal counsel to ensure that the county is adequately defended against liability claims and is operating in compliance with state-federal law, in addition to, obtaining legal opinions when necessary
- i) Serves as the liaison between the county and local-state-federal government to coordinate the delivery of shared services or operations
- j) Serves as the BOC's liaison with the elected officials-judges regarding their operations
- k) Coordinates the various activities of the county and unifies the management of its affairs
- l) Prepares agendas and attends BOC and committee meetings
- m) Prepares potential consent agenda motions and motions for BOC action
- n) Assists with grant administration
- o) Prepares or supervises the preparation and filing or submission of all reports required of the county by law, and all financial or grant applications authorized by the BOC for the benefit of the county functions
- p) Other duties as assigned by the BOC and as required by law

Training, Skills and Experience Required

Required training, skills and experience of the CA include but are not limited to:

- a) Ten years of experience in management, accounting, business or finance preferably in county or other local government setting. Bachelor's degree in public administration or other related fields preferred.
- b) Proven leadership, organizational and planning capabilities preferably in a county or other local government setting
- c) Ability to analyze and creatively solve problems and make decisions preferably in a county or other local government setting
- d) Highly effective written and verbal communication skills preferably in a county or other local government setting
- e) Self-Starter, team player, tactful and courteous with good judgement
- f) Thorough knowledge of the principles and practices of modern personnel and financial administration

Physical Requirements of the Position

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 with others in person and on the telephone. The employee is required to view and produce written reports. The employee frequently is required to stand, walk, and use hands to finger, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights.

TENTATIVE TIMELINE AND ACTIONS TO HIRE NEW CONTROLLER/ADMINISTRATOR			
ACTION	RESPONSIBILITY	DATE	COMMENTS:
Current CA Retirement Letter submitted effective 04/19/2024 - board action to receive/place on file	BOC	01/25/2024	
Method of replacement Options	PC	01/29/2024	
Replacement Method Approved	BOC	02/02/2024	
Job Description Drafted including qualifications and wages	HR, CA, PC	01/29/2024	
Discussion regarding job description, qualifications and wages	BOC	02/02/2024	
Board acts on job description qualifications, wages and advertising	BOC	02/02/2024	
Approval to advertise on job search site, MAC, Municipice Leage, ICMA and other options that may be chosen for one month until March 1	BOC	02/02/2024	
Board acts to have HR, CA, and PC review Applicants	BOC		
PC, HR and Current CA review applicants and choose up to six for interviews	HR, CA, PC		
Interview Questions Developed	HR, CA, PC		
Interviews Scheduled	HR		
Top Finalist Interviewed by BOC	BOC		
Finalist chosen contingent on acceptable employment terms, phsyical, and background check	BOC		
Terms of Employment negotiated including wages, employment, contract etc.	HR, CA, PC		
HR background checks and physical conducted	HR		
Board Makes official appointment	BOC		



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

Fwd: [EXTERNAL] Info for Tuscola Board Meeting

Shelly Lutz <lutzs@tuscolacounty.org>
To: Clayette Zechmeister <zclay@tuscolacounty.org>

Tue, Jan 30, 2024 at 2:39 PM

Hi Clayette,
Can you please add this to the agenda? It looks like the wrong email address was used for you, and you didn't receive the original request.
Thank you!

----- Forwarded message -----

From: **Beardslee, Brett (MSP)** <BeardsleeB@michigan.gov>
Date: Mon, Jan 29, 2024 at 1:00 PM
Subject: [EXTERNAL] Info for Tuscola Board Meeting
To: lutzs@tuscolacounty.org <lutzs@tuscolacounty.org>
Cc: czlay@tuscolacounty.org <czlay@tuscolacounty.org>

Could you please add this on the next agenda so the board can take action, and we have a record of it in the minutes.

Per the approval of the Thumb Narcotics Unit (TNU) Board, Nicole Ascroft has been hired to refill the part-time vacant position of Administrative Assistant at TNU (previously held by Kathy Kirsch) at the rate of \$22 per hour. Her start date is Friday, February 2, 2024.

Thank you,

Detective Lieutenant Brett Beardslee
Team Commander
TNU and MAGNET
Third District
Michigan State Police
P.O. Box 354
Caro, MI 48723
Cell: (517) 899-3012

“A PROUD tradition of SERVICE through EXCELLENCE, INTEGRITY, and COURTESY”

--



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

New Hire

Mike Miller <mmiller@tuscolacounty.org>

Wed, Jan 31, 2024 at 4:40 PM

To: Shelly Lutz <lutzs@tuscolacounty.org>, Clayette Zechmeister <zclay@tuscolacounty.org>

Clayette can this be added to Fridays meeting?

I would like to request that Rebecca Pine fill the upcoming full time material handler position vacancy at Recycling due to a retirement. Rebecca is currently the custodial supervisor.

I would also request that she start at step 7 of the material handler position. This will actually be a lesser rate than she is currently earning.

I would like her to start the new position February 12.

Thank you
Mike Miller