

**MICHIGAN CIVIL SERVICE COMMISSION**  
**Public Meeting**  
**May 18, 2016**

**Present:** Thomas M. Wardrop, Chair  
James Barrett, Commissioner  
Janet McClelland, Commissioner  
Robert W. Swanson, Commissioner  
Janine M. Winters, State Personnel Director

**1. CALL TO ORDER**

The meeting of the Civil Service Commission (Commission) was opened by Chair Thomas M. Wardrop at 10:09 a.m., in Conference Room A, Lower Level, Capitol Commons Center, 400 S. Pine Street, Lansing, Michigan.

**Approval of Minutes**

Chair Wardrop requested a motion to approve the minutes of the December 16, 2015 meeting. On motion duly made and supported, the minutes of the December 16, 2015 Civil Service Commission meeting were approved.

**2. AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

**3. INFORMATIONAL REPORTS**

**State Personnel Director's Report**

The Commission received the following report from the State Personnel Director.

Department of Treasury

A request was received on January 6, 2016, to establish an exempt unclassified position which will serve as the Deputy Treasurer, Tax Policy. This request was approved effective January 3, 2016.

Department of Agriculture & Rural Development

A request was received on January 13, 2016, to establish an exempt unclassified position which will serve as the Deputy Director. Concurrently, the vacant External Relations Liaison position will be abolished. This request was approved effective January 3, 2016.

A request was received on February 2, 2016, to establish an exempt unclassified position which will serve as the Accela Project Manager. Concurrently, the vacant Senior Policy Analyst position will be abolished. This request was approved effective January 31, 2016.

A request was received on May 3, 2016, to establish an exempt unclassified position which will serve as MDARD's resource on special projects as well as assist the Director with legislative and research responsibilities. This request was approved effective May 8, 2016.

#### Department of Environmental Quality

A request was received on January 21, 2016, to establish an exempt unclassified position which will serve as the Policy Advisor to the Director. Concurrently, the vacant Senior Policy Advisor position will be abolished. This request was approved effective January 17, 2016.

A request was received on March 18, 2016, to establish an exempt unclassified position which will serve as the Associate Director of the Department. Concurrently, the Policy Advisor to the Director position will be abolished. This request was approved effective March 13, 2016.

#### Department of Health and Human Services

A request was received on February 10, 2016, to establish an exempt unclassified position which will serve as the Chief Medical Executive. Concurrently, the Special Assistant to the Director position will be abolished. This request was approved effective January 31, 2016.

#### Department of Corrections

A request was received on March 1, 2016, to establish an exempt unclassified position which will serve as the Health Care Services Administrator. This request was approved effective March 13, 2016.

#### Department of Technology, Management & Budget

A request was received on March 16, 2016, to establish an exempt unclassified position which will serve as the Director for the Office of Performance and Transformation for the State Budget Office. Concurrently, the vacant position of the Assistant to the State Budget Director & Deputy Director for the State Budget Office will be abolished. This request was approved effective February 28, 2016.

#### Department of Natural Resources

A request was received on March 18, 2016, to establish an exempt unclassified position which will serve as the Policy Advisor to the Director. Concurrently, the vacant Northern Michigan Outreach Specialist position will be abolished. This request was approved effective March 13, 2016.

#### Department of Education

A request was received on March 28, 2016, to establish an exempt unclassified position which will serve as the Administrative Assistant to the Deputy Superintendent for Educational Services. Concurrently, the vacant School Reform Officer position will be abolished. This request was approved effective March 27, 2016.

A request was received on April 11, 2016, to establish an exempt unclassified position which will serve as the Chief Deputy Superintendent. Concurrently, the vacant Deputy Superintendent for Educational Services position will be abolished. This request was approved effective April 10, 2016.

#### **4. UNFINISHED BUSINESS**

There was no unfinished business.

#### **5. NEW BUSINESS**

##### **A. Letter of Understanding (LOU) – OSE and MCO (Interim Approval Granted)**

General Counsel John Gnodtke presented an LOU involving a shift-trading pilot at Ojibway Correctional Facility. The LOU had previously been granted interim approval. On motion duly made and supported, the LOU was unanimously approved.

**B. Memorandum of Understanding (MOU) on Retirement Health Benefits (Interim Approval Granted)**

General Counsel John Gnodtke presented a memorandum of understanding with the director of the DTMB implementing changes to retiree insurance benefits adopted for state employees in the most recent bargaining and CCP cycles. Interim approval was previously granted. On motion duly made and supported, the MOU between the DTMB and Commission was unanimously approved.

**C. Secondary Agreements (Interim Approval Granted)**

General Counsel John Gnodtke presented Resolution 5.C., which grants final approval to 36 secondary agreements for which interim approval was previously granted. Staff has reviewed the agreements and identified no prohibited subjects of bargaining implicated. On motion duly made and supported, Resolution 5.C. was unanimously approved.

**D. Article 22 Revisions between OSE and SEIU 517M, HSS (Interim Approval Granted)**

General Counsel John Gnodtke presented on revised text for Article 22 of the SEIU collective bargaining agreement for the human services support unit. An incomplete version was submitted and approved last year. Staff has reviewed the complete article, which was previously granted interim approval by the director. On motion duly made and supported, the revisions were unanimously approved.

**E. Reimbursement Policy Change (Interim Approval Granted)**

General Counsel John Gnodtke presented on approval to end the pilot status of a program to not require receipts for all meal reimbursement requests. Similar changes were included in the union contracts approved last December. Interim approval was previously granted. On motion duly made and supported, the policy change was unanimously approved.

**F. Increase in Minimum Hourly Compensation (Interim Approval Granted)**

General Counsel John Gnodtke presented on final approval of increases in the minimum compensation for five state classes to match the minimum wage provided under Michigan law. Interim approval was granted for the increases, effective January 1. On motion duly made and supported, the increase was unanimously approved.

**G. Letter of Understanding on MDOT Travel Reimbursement (Interim Approval Granted)**

General Counsel John Gnodtke presented an LOU on modifications to MDOT travel regulations. Interim approval was previously granted. On motion duly made and supported, the LOU was unanimously approved.

**H. Letter of Understanding between OSE and MSEA (Interim Approval Granted)**

General Counsel John Gnodtke presented an LOU on overtime equalization at the DNR for which interim approval was previously granted. On motion duly made and supported, the LOU was unanimously approved.

**I. Letter of Understanding between OSE and AFSCME (Interim Approval Granted)**

General Counsel John Gnodtke presented an LOU on foot protection for which interim approval had been granted. On motion duly made and supported, the LOU was unanimously approved.

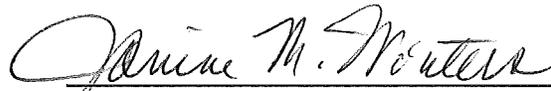
**6. PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

There being no further items for Commission approval or public comments to be heard, Chair Wardrop called for a motion to adjourn. On motion duly made and supported, the meeting was adjourned at 10:20 a.m.

I, Janine M. Winters, State Personnel Director, hereby certify that the foregoing are the Minutes of the Civil Service Commission meeting of May 18, 2016.



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Janine M. Winters  
State Personnel Director