

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.

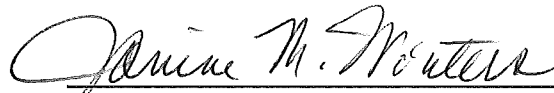
6. PUBLIC COMMENT

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.



Janine M. Winters
State Personnel Director

MICHIGAN CIVIL SERVICE COMMISSION
Public Meeting
September 21, 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 10:06 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 May 18, 2016 meeting. On motion duly made and supported, the minutes of the May 18, 2016 Civil Service Commission meeting were approved.

2. AMENDMENTS TO AGENDA

A motion was made and supported to amend the agenda to add Item 5.C, Election of a Vice-Chair. The motion was unanimously approved. Item 5.C was added to the agenda.

3. INFORMATIONAL REPORTS

State Personnel Director's Report

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

Department of Insurance & Financial Services

On June 2, 2016, a request was received to establish an unclassified position as: performance excellence officer. Concurrently, the economic development advisor to the director position is abolished. The request was approved, effective June 5, 2016.

Department of Environmental Quality

On July 21, 2016, a request was received to establish an unclassified position as communications director. Concurrently, the public information officer position is abolished. The request was approved, effective July 31, 2016.

Department of Licensing and Regulatory Affairs

On July 27, 2016, a request was received to establish an unclassified position as deputy director. The request was approved, effective July 25, 2016.

Department of Talent & Economic Development

On August 17, 2016, a request was received to establish an unclassified position as director of talent communications. Concurrently, the deputy director of legal affairs position is abolished. The request was approved, effective August 14, 2016.

Department of Attorney General

On August 24, 2016, a request was received to establish an unclassified position as chief deputy director. Concurrently, the solicitor general position is abolished. The request was approved, effective August 14, 2016.

4. UNFINISHED BUSINESS

There was no unfinished business.

5. NEW BUSINESS

A.1 Letter of Understanding (Interim Approval Granted) between OSE and AFSCME (Institutional Unit)

General Counsel John Gnodtke stated that Agenda Item 5.A.1 is an LOU between the AFSCME and Office of the State Employer (OSE) on assignment locations in the Kalamazoo Psychiatric Hospital. Staff has reviewed the LOU and identified no prohibited subjects of bargaining implicated. Interim approval with the chair's consent was previously granted.

On motion duly made and supported, Agenda Item 5.A.1 was unanimously approved.

A.2 Letter of Understanding (Interim Approval Granted) between OSE and SEIU (Scientific & Engineering Unit)

General Counsel John Gnodtke stated that Agenda Item 5.A.2 is an LOU between the SEIU and the Office of the State Employer (OSE) on jury and witness fees. Staff has reviewed the LOU and identified no prohibited subjects of bargaining implicated. Interim approval with the chair's consent was previously granted.

On motion duly made and supported, Agenda Item 5.A.2 was unanimously approved.

B. Resolution 5.B – Secondary Agreements (Interim Approval Granted)

General Counsel John Gnodtke stated that Item 5.B is a resolution granting final approval for six secondary agreements between departments and exclusive representatives:

- International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) and the Departments of Civil Rights, Corrections, Health and Human Services, and State.
- Service Employees International Union (SEIU) Local 517M and the Departments of Corrections and Technology, Management and Budget.

On motion duly made and supported, Agenda Item 5.B was unanimously approved.

C. Election of a Vice-Chair

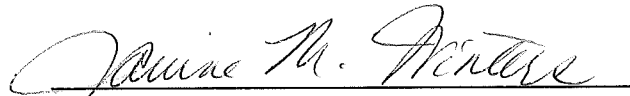
John Gnodtke presented Item 5.C. stating that the commission's bylaws require a chair and a vice-chair. The office has been vacant since the end of Commissioner Charles Blockett's term. A motion was made and supported to elect Janet McClelland as vice-chair. It was unanimously approved.

6. 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 10:11 a.m.

I, Janine M. Winters, State Personnel Director, hereby certify that the foregoing are the Minutes of the Civil Service Commission meeting of September 21, 2016.

A handwritten signature in cursive script, reading "Janine M. Winters", written over a horizontal line.

Janine M. Winters
State Personnel Director

MICHIGAN CIVIL SERVICE COMMISSION
Public Meeting
December 14, 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 10:06 a.m., in Conference Room A, Lower Level, Capitol Commons Center, 400 S. Pine Street, Lansing, Michigan.

Approval of Minutes

On motion duly made and supported, the minutes of the September 21, 2016, 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 Agriculture & Rural Development

On October 13, a request was received to establish an unclassified position as Research Analyst and abolish the position of Special Projects Coordinator. The request was approved, effective October 10, 2016.

Department of Treasury

On October 17, a request was received to establish an unclassified position as Executive Director of the Detroit Public Schools and the City of Detroit's Financial Review Commission and abolish the position of Deputy State Treasurer for Local Government Services. The request was approved, effective October 31, 2016.

Department of Education

On November 1, a request was received to establish an unclassified position as Legislative Analyst assisting the Legislative Liaison and abolish the position of Administrative Assistant. The request was approved, effective November 7, 2016.

4. UNFINISHED BUSINESS

There was no unfinished business.

5. NEW BUSINESS

A. Retirement Resolution for William J. Braman

On motion duly made and supported, a resolution thanking Employment Relations Board Member Bill Braman for his 29 years of service to the Commission was unanimously approved.

B. Fiscal Year 2017 Proposed Travel Rates (interim approval granted)

Ronda Whiting, Department of Management and Budget, Vehicle and Travel Services, requested the commission approve travel rates for FY 17.

On motion duly made and supported, Agenda Item 5-B was unanimously approved.

C. Civil Service Budget

Amy Pung, Director of the Office of Financial and Administrative Services presented information on the FY 16 Aggregate Payroll Certification and FY 18 Civil Service Commission Budget.

On motions duly made and supported, Resolutions 5-C(1) and 5-C(2) were unanimously approved.

D. Letters of Understanding (LOUs) between OSE and AFSCME (Institutional Unit)

General Counsel John Gnodtke introduced two letters of understanding between OSE and AFSCME (Institutional Unit) on holiday scheduling and shift trading. With the chair's consent, the state personnel director granted interim approval of the LOUs in October 2016.

On motion duly made and supported, Agenda Item 5-D, Letters of Understanding between OSE and AFSCME (Institutional Unit), was unanimously approved.

E. Collective Bargaining Agreements

General Counsel John Gnodtke introduced seven collective bargaining agreements submitted by the Office of the State Employer for approval. In 2015, the Commission approved agreements that allowed reopening of some economic provisions. The parties have reached voluntary agreements on wage and insurance provisions and the amendments were ratified by the respective memberships. Staff has reviewed the provisions and identified no prohibited subjects of bargaining.

On motion duly made and supported, Resolutions 5-E(1) through 5-E(7) were unanimously approved.

F. Coordinated Compensation Panel Recommendation

General Counsel John Gnodtke introduced the coordinated compensation panel (CCP) recommendation for FY2018. After a hearing last month, the panel recommended a base-wage increase of 3%, effective October 1, 2017, which matches the increase approved for represented employees. The panel also recommended additional funding for the NERE professional-development fund. The panel did not recommend adopting pilot retention and

recruitment programs for RN Managers because the parties did not provide specific parameters to the panel. Subsequently, the OSE provided the Commission an outline for pilot programs expiring in 2019 with discretionary one-time bonuses of up to \$5,000. Commissioner McClelland moved to adopt the CCP recommendation with the modification to include the RN Manager pilot program proposed by the OSE in its letter of December 5, 2016.

Upon motion duly made and supported, the Coordinated Compensation Panel recommendation, as amended, was unanimously approved.

G. Unclassified Pay Recommendation

Resolution 5-G, consistent with previous Commission actions, recommends a pay increase for unclassified employees of up to the same 3% as was approved for classified employees. The recommendation is required by Article 11, § 5.

On motion duly made and supported, Resolution 5-G was unanimously approved.

H. Executive Order 2016-22

General Counsel John Gnodtke introduced a resolution accepting the potential transfer back to the Commission of the long-term disability and employee-services programs. These programs were transferred from the Commission to the Office of the State Employer in 1996 and would be returned to the Commission in March 2017 under Executive Order 2016-22.

On motion duly made and supported, Resolution 5-H was unanimously approved.

I. Secondary Impasse, UAW-TED

Assistant General Counsel Nick Kechkaylo introduced the Impasse Panel Recommendation for the secondary agreement between the UAW Local 6000 and Department of Talent and Economic Development (TED). The panel recommended adoption of the employer's proposal, which would have allowed employees from two agencies located in TED, the Michigan Strategic Fund (MSF) and Michigan State Housing and Development Authority (MSHDA), to bump and transfer into the remainder of TED but not allow other TED employees to bump or transfer into the MSF or MSHDA. The parties had earlier tentatively agreed to this arrangement, but the UAW sought department-wide bumping at impasse after a failed ratification vote.

Commissioner Swanson moved to amend the Impasse Panel Recommendation to create three siloed-off organizational units within TED to more equitably treat all TED employees. Upon motion duly made and supported, the Impasse Panel Recommendation, as amended, was unanimously approved.

6. PUBLIC COMMENT

Al Quattrin, representing the Michigan Association of Governmental Employees (MAGE) and Kay Hiltunen, an RN Manager at the D.J. Jacobetti Home for Veterans, addressed the Commission on Agenda Item 5-F, offering thanks for hearing MAGE's concerns on RN supervisors. Mr. Quattrin informed the Commission that MAGE also advocated during the CCP process to address problems facing Corrections Shift Supervisors and hopes that the Commission will address this in the future.

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 10:28 a.m.

I, Janine M. Winters, State Personnel Director, hereby certify that the foregoing are the Minutes of the Civil Service Commission meeting of December 14, 2016.

A handwritten signature in cursive script, reading "Janine M. Winters", written over a horizontal line.

Janine M. Winters
State Personnel Director