

**Gratiot County Board of Commissioners  
Request to be placed on agenda**



Department

- or -

Name

Address

City/State/ZIP

Telephone

FAX

Please provide a meeting date, or mark that you are requesting next available meeting date:

I wish to be placed on the agenda for this date  or the next available meeting date.

I will appear

I will not appear, I am asking the Board to take action on the enclosed request

Subject matter and a brief description (if not provided in enclosure):

District Court is requesting that Jacklyn MacDonald be reclassified from grade 8 to grade 9 . This was discussed previously with the County Administrator, Jeff Huff, and our understanding is that once the the probation officer position (Daisy Beckett) was vacated, her position would change from pay grade 11 to 9. Ms. Beckett accepted another position, effective 1/2/15.

Please see attached letter.

Action required by the Clerk following presentation

Send copy of minutes to:

Send copy of enclosed resolution to:

Send copy of enclosed letter to:

Other:

No further action required by clerk

**Print Form**

**Materials for distribution to the Commissioners need to reach the Clerk's office one week prior to the meeting date to ensure they appear in the Commissioner packets.**

# State of Michigan

65B JUDICIAL DISTRICT COURT

Gratiot County



**Stewart D. McDonald**  
District Court Judge P30191

Telephone: (989) 875-5240  
Facsimile: (989) 875-5290

245 East Newark Street • Ithaca, Michigan 48847

TO: Jeff Huff, Gratiot County Administrator

FROM: Hon. Stewart D. McDonald, 65B District Court  
Angelina R. Ballard, 65B District Court Administrator

RE: Re-classification of Jacklyn MacDonald, Probation Officer, District Court

In accordance with prior conversations over the past year, it was discussed and agreed upon that once probation officer Daisy Beckett was no longer employed in District Court, her position would be re-classified from a pay grade level 11 to pay grade 9, to match all other probation officer positions currently employed in Gratiot County with the exception of Jacklyn MacDonald. As of 1/2/15, Ms. Beckett accepted another position. We are in the process of filling this vacant position and understand it will be at the reclassified level 9. Consistent with our discussions and to equalize the probation officer position, we are requesting that Jacklyn MacDonald be re-classified from pay grade 8 to pay grade 9, that her pay be increased to the top step 5 of \$43,284.00 (\$20.81 hourly) given her employment with the county began on 3/13/95 and that this pay increase be retroactive to 1/1/15.

Dated: January 5, 2015

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**Court Administrator:**

**Angelina R. Ballard**  
Administrator/Magistrate  
(989) 875-5371  
**Angela M. MacLennan**  
Judicial Secretary/Court Recorder  
(989) 875-5377

**Court Personnel:**

**Pamela S. Schafer**  
Magistrate/Criminal Clerk  
(989) 875-5376  
**Stacey J. Schafer**  
Criminal Clerk  
(989) 875-5372

**Luanne K. Billings**  
Deputy Clerk/Traffic Clerk  
(989) 875-5374  
**Sherri L. Moon**  
Deputy Clerk/Traffic Clerk  
(989) 875-5362

**Kimberly S. Becker**  
Magistrate/Civil Clerk  
(989) 875-5375  
**Mary Pat Breidinger**  
Deputy Clerk/Bookkeeper  
(989) 875-5373

**Probation Department:**

**Daisy K. Beckett**  
Probation Officer  
(989) 875-5243  
**Jacalyn G. MacDonald**  
Deputy Probation Officer  
(989) 875-5340