

FINANCE COMMITTEE

7/10/2008

304 E. Grand River Avenue

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**
 2. **ROLL CALL**
 3. **APPROVAL OF MINUTES**
 - A. Minutes of meeting dated June 26, 2008
 4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
 - None
 5. **APPROVAL OF AGENDA**
 6. **REPORTS**
 7. **CALL TO THE PUBLIC**
 8. **BUILDING INSPECTIONS**
 - A. RESOLUTION AUTHORIZING THE REACTIVATING OF THE POSITION OF DEPUTY BUILDING OFFICIAL AND ELIMINATION OF ONE BUILDING INSPECTOR – Building Inspection / Personnel Committee / Finance Committee
(SEE RES#08A)
 9. **HEALTH DEPARTMENT**
 - A. RESOLUTION AUTHORIZING HIRING A PUBLIC HEALTH NURSE AT GRADE L STEP 3 - Health Department / Personnel Committee / Finance Committee
(SEE RES#09A)
 10. **HUMAN RESOURCES**
 - A. RESOLUTION TO ESTABLISH A POLICY AND IDENTIFY SITUATIONS WHERE SPECIAL PAY IS PROVIDED TO LIVINGSTON COUNTY'S NON-UNION EMPLOYEES - Human Resources / Personnel Committee / Finance Committee
(SEE RES#10A)
 11. **COUNTY ADMINISTRATION**
 - A. RESOLUTION AUTHORIZING THE DISPOSAL OF EXCESS COUNTY PROPERTY AT THE EAST COMPLEX - County Administration / Finance Committee
(SEE RES#11A)
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- 08A** RESOLUTION AUTHORIZING THE REACTIVATING OF THE POSITION OF DEPUTY BUILDING OFFICIAL AND ELIMINATION OF ONE BUILDING INSPECTOR – Building Inspection / Personnel Committee / Finance Committee
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09A RESOLUTION AUTHORIZING HIRING A PUBLIC HEALTH NURSE AT GRADE L STEP 3 - Health Department / Personnel Committee / Finance Committee

10A RESOLUTION TO ESTABLISH A POLICY AND IDENTIFY SITUATIONS WHERE SPECIAL PAY IS PROVIDED TO LIVINGSTON COUNTY'S NON-UNION EMPLOYEES - Human Resources / Personnel Committee / Finance Committee

11A RESOLUTION AUTHORIZING THE DISPOSAL OF EXCESS COUNTY PROPERTY AT THE EAST COMPLEX - County Administration

12. MISCELLANEOUS CLAIMS

13. COMPUTER PRINTOUT

14. ADJOURNMENT

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE REACTIVATING OF THE POSITION OF DEPUTY BUILDING OFFICIAL AND ELIMINATION OF ONE BUILDING INSPECTOR –

Administration / Personnel Committee / Finance Committee

WHEREAS, succession planning, in advance of a vacancy is necessary in order to insure:

- The smooth transition of the responsibilities of the Building Official;
- Avoids organizational conflict and stress during the vacancy;
- Avoids the need for a crisis response;
- Is key to organizational excellence; and

WHEREAS, expanding the role of an existing employee and providing an appropriate adjustment avoids the larger expense of an additional position while at the same time securing the commitment to Livingston County; and

WHEREAS, Mr. Donald Wilkinson, Building Inspector, has demonstrated dedication to his position along with the ability to effectively assume the responsibilities of the Building Official and conduct the process of plan review; and

WHEREAS, the Personnel Committee and the Finance Committee of the Board of Commissioners, has thoroughly reviewed this matter and concurs with the findings and recommendation to fund this 40 hour a week exempt position of Deputy Building Official at Pay Grade N; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the reactivation of the position of Deputy Building Official, at a Pay Grade N, which would include an expansion of duties as Plan Reviewer and eliminate one Building Inspector.

CURRENT

Building Official (Pay Grade P)	1
Deputy Building Official (Pay Grade N)	0
Accounting Bookkeeper II (Pay Grade J)	1
Systems Assistant (Pay Grade H)	1
Administrative Specialist (Pay Grade H)	2
Administrative Aide (Pay Grade F)	2
Inspectors (Level K)	9
Total	16

PROPOSED

Building Official (Pay Grade P)	1
Deputy Building Official (Pay Grade N)	1
Accounting Booker II (Pay Grade J)	1
System Assistant (Pay Grade H)	1
Administrative Specialist (Pay Grade H)	2
Administrative Aide (Pay Grade F)	2
Inspectors (Level K)	8
Total	16

MOVED: # # #

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING HIRING A PUBLIC HEALTH NURSE AT GRADE L STEP 3 -
Department of Public Health / Personnel Committee / Finance Committee**

WHEREAS, Livingston County Department of Public Health (LCDPH) is in the process of filling a Public Health Nurse (PHN) position to provide nursing services in multiple Personal/Preventive Health Services programs; and

WHEREAS, LCDPH had difficulty finding a qualified nurse to hire for the last PHN position; and

WHEREAS, the candidate selected exceeds requirements for the position, she has twenty years of experience as a PHN, a PHN Supervisor and a PHN Manager; and

WHEREAS, this candidate has recently worked as a Family & Community Health Supervisor at Northwest Michigan Community Health Agency supervising nurses and working in multiple programs; and

WHEREAS, this candidate would be going from Grade L step one (\$48,224) to Grade L, Step 3 (\$51,161), a \$2,937 difference.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners approves the request to hire the candidate, Linda Weiman at a pay Grade L, Step 3.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO.

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO ESTABLISH A POLICY AND IDENTIFY SITUATIONS WHERE
SPECIAL PAY IS PROVIDED TO LIVINGSTON COUNTY’S NON-UNION EMPLOYEES
- Human Resources / Personnel Committee / Finance Committee**

WHEREAS, Livingston County has previously approved a policy regarding Acting Pay and Out-of-Class Compensation; and

WHEREAS, the attached Special Pay policy incorporates the Acting Pay and Out-of-Class Compensation, as originally approved by the Board, and identifies a third option for employees to receive special pay, Job Splitting; and

WHEREAS, creating this policy will incorporate all Special Pay situations (Acting Pay, Out-of-Class Compensation and Job Splitting) into one document; and outlines understandable guidelines for employees and supervisors; and

WHEREAS, the attached Special Pay policy identifies and encourages Job Sharing as a option for reducing overall County costs; and

WHEREAS, with the current and projected economic situation facing Livingston County and the hiring freeze imposed for general fund employees, creative measures need to be identified to “get the job done;” and

WHEREAS, the Personnel Sub-Committee and Finance Committee has reviewed this matter and have recommended the creation of this Special Pay policy.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the policy regarding Special Pay for non-union employees.

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE DISPOSAL OF EXCESS COUNTY PROPERTY AT THE EAST COMPLEX - COUNTY ADMINISTRATION / FINANCE COMMITTEE

WHEREAS, as a result of the relocation of the Grand River Driveway to align with Golf Club Road, a developable parcel occurs; and

WHEREAS, this parcel is approximately 1.3 acres in area; has a Grand River frontage of 310 feet, with a variable depth; and, is zoned for commercial use; and

WHEREAS, the parcel is a substantial distance north of the East Complex not practical for use as parking; and

WHEREAS, the East Complex site, as currently developed with its parking lot, substantially exceeds the needs of the facility when at full operation; and

WHEREAS, the condition of the Michigan economy, the loss of employment, and the resultant loss of taxable values in Livingston County have caused the need to maximize financial resources; and

WHEREAS, the Finance Committee, at their June 12th meeting authorized County Administration to seek an evaluation of the value of the parcel; and

WHEREAS, the evaluation suggest a price of \$683,200 compared to recent sales of similar properties within the area.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby declares parcels 11-06-100-040 and 11-06-100-032 along with that portion of 11-06-100-039 containing the current entrance driveway to be excess to the County’s needs.

BE IT FURTHER RESOLVED that the County Administrator is hereby authorized to secure a survey of the site and place the property on the market and secure the highest purchase price possible, but not less than \$650,000. The final approval of the sale shall be subject to approval by the Board of Commissioners.

BE IT FURTHER RESOLVED that any sale be contingent upon the successful and complete relocation of the East Complex’s Grand River Avenue entrance.

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MOVED:

SECONDED:

CARRIED: