

PERSONNEL COMMITTEE

11/16/2016

304 E Grand River, Conference Room 4A, Howell, Michigan 48843

8:00 AM

AGENDA

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF AGENDA**
3. **CALL TO THE PUBLIC**
4. **APPROVAL OF MINUTES**
 - Meeting Minutes Dated: October 19, 2016
 - Closed Meeting Minutes Dated: October 19, 2016
5. **TABLED ITEMS FROM PREVIOUS MEETINGS**
6. **REPORTS**
7. **RESOLUTIONS FOR CONSIDERATION**

08 Human Resources
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF A DISTRICT COURT PROBATION OFFICER, GRADE VIII TO LEAD PROBATION OFFICER, GRADE IX

09 Human Resources
RESOLUTION AMENDING RESOLUTION #2016-10-067 PC TO APPROVE THE PAY GRADE FOR LEAD INSPECTORS IN THE BUILDING DEPARTMENT AT GRADE 10

10 Human Resources
RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES, ELECTED OFFICIALS, AND JUDGES BENEFIT PLANS FOR 2017 FISCAL YEAR

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11. **DISCUSSION**
 - EMS Employee Personal Leave Letter of Agreement with MAFF
 12. **CLOSED SESSION**
 - Union Negotiation Update
 13. **ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

OCTOBER 19, 2016 – 8:30 A.M.

OR IMMEDIATELY FOLLOWING FINANCE
ADMINISTRATION BUILDING – CONFERENCE ROOM 4A
304 E. Grand River Avenue, Howell, MI 48843

PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN COMM. GRIFFITH COMM. LAWRENCE COMM. GREEN

JENNIFER PALMBOS, CINDY CATANACH, KEN HINTON, GREG KELLOGG, DOUG BRITZ, DOUG
HELZERMAN, RICK SWANSON, KELLI HAWORTH

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 10:55 am.

2. **APPROVAL OF AGENDA:**

APPROVE THE AGENDA

MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH

ALL IN FAVOR - MOTION PASSED

3. **CALL TO THE PUBLIC:** None.

4. **APPROVAL OF MEETING MINUTES of September 21, 2016:**

MOTION TO APPROVE THE MINUTES OF SEPTEMBER 21, 2016

MOVED BY: GRIFFITH / SECONDED BY: GREEN

ALL IN FAVOR – MOTION PASSED

5. **TABLED ITEMS FROM PREVIOUS MEETING:** None.

6. **REPORTS:**

- Jennifer Palmbos gave the committee an update on the Dependent Verification – we are at 90% verified with the final deadline in November.

7. RESOLUTIONS FOR CONSIDERATION:

8. HUMAN RESOURCES: Resolution To Approve The Pay Grade For Lead Inspectors In The Building Department At Grade 10

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY GREEN / SECONDED BY GRIFFITH
ALL IN FAVOR – MOTION PASSED**

9. HUMAN RESOURCES: Resolution To Approve The Job Reclassification of the LETS Maintenance Coordinator, Grade 4 To Administrative Coordinator, Grade 5

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY GREEN / SECONDED BY GRIFFITH
ALL IN FAVOR – MOTION PASSED**

10. CLOSED SESSION:

**ROLL CALL TO GO INTO CLOSED SESSION AT: 11:15 AM
K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN – YES C. GRIFFITH – YES
MOTION PASSED**

**RETURN TO OPEN SESSION AT: 11:29 AM
MOVED BY: LAWRENCE / SECONDED BY: GREEN**

11. ADJOURNMENT

**MOTIONED BY GREEN / SECONDED BY LAWRENCE
TO ADJOURN AT 11:30 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**KELLI HAWORTH
ADMINISTRATIVE SPECIALIST**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF A DISTRICT COURT PROBATION OFFICER, GRADE VIII TO LEAD PROBATION OFFICER, GRADE IX

WHEREAS, there are three (3) District Court Probation Officers whose primary responsibilities are to supervise probationers and to ensure all conditions of probation are met; and

WHEREAS, since the last job evaluation, one (1) District Court Probation Officer position, currently held by Dan Lorigan, has served as a resource for the other Probation Officers to provide advice and assistance with their cases. This Lead Probation Officer provides direction for the other Probation Officers as well as the Deputy Court Clerks. The Lead Probation Officer may be assigned the more complex cases. Additionally, following the elimination of the Community Corrections grant, the Lead Probation Officer has received training and now serves as the acting facilitator for the men's Thinking Matters group at the jail; and

WHEREAS, this new role has been evaluated by Rahmberg Stover and Associates, who is recommending that this District Court Probation Officer position be retitled as an District Court Lead Probation Officer and reclassified from a Grade VIII to a Grade IX; and

WHEREAS, funding for this position reclassification is available in the District Court budget.

THEREFORE BE IT RESOLVED that the Personnel Committee hereby concurs that a District Court Probation Officer position be retitled as a District Court Lead Probation Officer and reclassified from a Grade VIII to a Grade IX.

BE IT RESOLVED that this change can be effectuated with written MAPE union concurrence, as this position is within the Court bargaining unit.

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MOVED:

SECONDED:

CARRIED:

Position: Lead Probation Officer (District Court)
 Evaluated: 10/27/16

Current:

Educ/Exp		Judgment		Commun.		Supv/Mgmt		Complexity		Resp for Others		Impact		Environment		Total Points	Grade
Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
5c	430	3a	270	3ab	285	1a	0	3a	400	3b	240	3b	450	2a	150	2225	VIII

Recommended:

Educ/Exp		Judgment		Commun.		Supv/Mgmt		Complexity		Resp for Others		Impact		Environment		Total Points	Grade
Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points		
5e	570	3a	270	3ab	285	3b	65	3a	400	3b	240	3b	450	2a	150	2430	IX



To: Jennifer Palmbos

From: Karine Stover

Date: October 28, 2016

Re: Lead Probation Officer (District Court)

At your request, I have reviewed the position of Lead Probation Officer in the District Court.

A Job Analysis Questionnaires (JAQ) was provided for the position and a follow-up discussion was held with Francine Zysk, District Court Administrator to clarify reporting relationships and scope of responsibility.

This role serves as a resource for the other Probation Officers to provide advice and assistance with their cases. The Lead Probation Officer provides direction for the other Probation Officers as well as the Deputy Court Clerks. The Lead Probation Officer may be assigned the more complex cases. Additionally, following the elimination of the Community Corrections grant, the Lead Probation Officer has received training and now serves as the acting facilitator for the men's Thinking Matters group at the jail.

Based on my evaluation of the position, total points for the position are 2430, which correlates to placement in Grade IX in the MAPE Classification (Grade) Structure. The detail of points by factor is included in the accompanying spreadsheet.

Please do not hesitate to contact me if you have any questions on this analysis or if you would like to discuss this further.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AMENDING RESOLUTION #2016-10-067 PC TO APPROVE THE PAY GRADE FOR LEAD INSPECTORS IN THE BUILDING DEPARTMENT AT GRADE 10

WHEREAS, the Livingston County Building Department has requested a classification analysis for Lead Inspectors/Plan Reviewers for all four (4) inspection disciplines: Building, Electrical, Mechanical, and Plumbing; and

WHEREAS, the Lead Inspectors will serve as team leaders for each of the four respective areas of plan review and trade inspection. The Building Official intends to promote two (2) Building Inspectors/Plan Reviewers as Leads, with one (1) primarily focusing on Building Inspection and the other primarily focusing on Plan Review. The FIVE (5) ~~four~~ incumbents will be responsible for prioritizing and balancing workload between the inspection staff in their trade area. The Leaders will also have responsibility for handling more difficult complex building matters, and more substantive questions and public interaction; and

WHEREAS, the Lead Inspectors positions have never been formally evaluated through a classification analysis; and

WHEREAS, these positions have been evaluated by Municipal Consulting Services, LLC., who is recommending these positions be classified as a non-union, Grade 10; and

WHEREAS, funding for these positions is available within the Building Department budget.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the Lead Inspectors positions at Grade 10, effective with the approval of this resolution.

NOTE: This reclassification only needs Personnel Subcommittee Approval and does not need to move forward to any other committees.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES, ELECTED OFFICIALS, AND JUDGES BENEFIT PLANS FOR 2017 FISCAL YEAR

WHEREAS, Livingston County's Benefits broker, Aon, projects the County's total healthcare costs to increase 7.2% in 2017, largely due to increase in the price of healthcare rather than an increase in employee and dependent utilization. This follows the national trend expected for 2017; and

WHEREAS, Livingston County has historically taken proactive measures to impact utilization of healthcare services including a wellness program, employee cost sharing at point of service, and low \$2 generic drug costs; and

WHEREAS, these measures have led to higher than average generic drug utilization and flat medical claims; and

WHEREAS, in order to continue to have maximum impact on utilization of healthcare services, several initiatives are recommended for 2017 including partnering with Healthcare Bluebook, an online healthcare pricing tool, and contracting with Amwell, a licensed Michigan telemedicine provider; and

WHEREAS, Livingston County's benefits broker, Aon, performed the statutorily required benefits bid for 2017. Based on the results of the bid, Blue Cross/Blue Shield of Michigan will continue to be the County's healthcare administrator and stop loss provider; and

WHEREAS, in response to employee requests to enhance services provided, County Administration and Human Resources is recommending the addition of an Autism rider to the medical benefits, increase in dental benefits consistent with bargaining units, change to vision insurance carrier to EyeMed, and enhanced administrative flexible spending services from Arcadia Benefits including debit card and direct deposits of reimbursements, and to fully insure the full benefits offered by Unum for short- and long-term disability benefits; and

WHEREAS, federal law regarding §125 flexible spending accounts has changed to allow employees to increase their voluntary salary reduction from \$2,550 to \$2,600 for health FSA accounts; and

WHEREAS, effective 1/1/2017 an across the board wage increase of 1% has been budgeted for all non-union employees who are not red-circled; and

WHEREAS, the Board of Commissioners took action via Resolutions #2011-12-321, #2012-10-282, #2013-12-353, #2014-10-294, and #2015-11-230 to exempt the County from the employee premium sharing contributions required under 2011 PA 152 and all of the six (6) collective bargaining agreements require 10% and 20% employee premium sharing, depending on date of hire.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Human Resources Department to make the following modifications to the non-union employees, elected officials, and judges health plan and other benefits for 2017:

1. Benefit changes effectuated by Resolutions #2015-11-230, #2014-10-294, #2013-12-353, #2012-10-282, #2011-10-276, #2010-10-277, #2009-08-266 and #2009-10-316 shall remain in full force and effect.
2. The wellness program for regular non-union employees, elected officials, and judges approved in Resolution #2012-09-250 shall continue for the 2017 benefit year.
3. The Livingston Flexible Benefits Plan document is hereby amended to allow employees a \$2,600 maximum salary reduction contributions to their flex spending account.
4. Livingston County shall contract with Healthcare Bluebook to provide its online healthcare pricing tool, for a cost not to exceed \$17,525 annually.
5. Livingston County shall contract with Amwell to provide telemedicine services. The cost to administer this benefit is \$1,320 annually. Additionally, the County shall pay the cost of each Amwell doctor's appointment at a cost of \$49 per visit. This cost will be offset by the savings from an employee not attending a traditional physician's office visit which has an average cost to the Employer of \$200.
6. Livingston County shall contract with EyeMed to provide employee paid vision insurance.
7. Livingston County shall contract with Arcadia Benefits for COBRA benefits administration and to continue to administrator flexible spending accounts for health and dependent care reimbursement, including debit card and direct deposits of reimbursements. The annual cost for these services is estimated to be \$13,090.

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8. Livingston County shall continue to contract with Unum to provide life, long- and short-term disability benefits and to fully insure the full benefits offered by Unum for short- and long-term disability benefits. The total estimated additional annual cost to fully insure all benefits is not to exceed \$18,864. However, this cost would be offset by our historical payment of self-insured amounts.

 9. Livingston County shall continue to contract with Blue Cross/Blue Shield of Michigan to be the County's healthcare and dental benefit administrator, and stop loss provider. Livingston County shall increase dental benefits to 100/80/50 with a maximum annual benefit of \$1,200. The cost increase for these enhanced benefits depends on utilization but is projected to cost \$74,238.

 10. Livingston County shall add an Autism rider to all Blue Cross/Blue Shield healthcare divisions, including divisions covering bargaining unit employees, with written approval from the union's representing each group. The increased cost of this enhancement was estimated by BCBSM to be zero but will depend on actual claims.

BE IT FURTHER RESOLVED that acting pursuant to the authority granted to a County under Section 8 of Act 152 of 2011, the Livingston County Board of Commissioners hereby exempts Livingston County from the requirements of 2011 P.A. 152 for the medical benefit plan coverage year 2017 (January 1, 2017 through December 31, 2017).

BE IT FURTHER RESOLVED that effective January 1, 2017, non-union employees (excluding Elected Officials whose 2017 pay has been set by Resolution #2016-04-074) shall receive a 1% increase in wages. For those employees whose wages have been red-circled based on the 2015 Municipal Consulting Services wage study, this 1% increase may be reduced to prevent them from exceeding the salary range maximum of their assigned pay grade.

BE IT FURTHER RESOLVED that the interpretation and operation of the benefits outlined above are within the sole discretion of the Livingston County Board of Commissioners and the benefits outlined above may be added to, expanded, reduced, deleted, or otherwise modified by

the County Board and such modifications shall be solely within the discretion of the Livingston County Board of Commissioners.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Commissioners is authorized to sign any and all documents needed to effectuate these changes, after approval as to form by civil counsel.

BE IT FINALLY RESOLVED that this resolution supersedes all previous resolutions that would apply to the benefits plan for non-union employees, elected officials, and judges.

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MOVED:
SECONDED:
CARRIED: