

# **PERSONNEL COMMITTEE**

11/18/2015

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 21, 2015
  - 5. REPORTS**
  - 6. RESOLUTIONS FOR CONSIDERATION**
- 

- 07 Human Resources**  
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE  
CIRCUIT COURT SECRETARY, GRADE IV TO CIRCUIT COURT  
ADMINISTRATION SECRETARY/COURT RECORDER, GRADE VI
- 

- 08 Human Resources**  
RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES, ELECTED  
OFFICIALS, AND JUDGES BENEFIT PLANS FOR 2016 FISCAL YEAR
- 

- 9. DISCUSSION**  
County Vehicles
- 10. CLOSED SESSION**  
Bargaining Update
- 11. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

OCTOBER 21, 2015 – 8:00 AM

**ADMINISTRATION BUILDING – CONFERENCE ROOM 4A**  
304 E. Grand River Avenue, Howell, MI 48843

## PERSONNEL SUBCOMMITTEE MEETING

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

OTHERS: JEFF BOYD, SUE BOSTWICK, ELAINE BROWN, DIANNE McCORMICK, CINDY CATANACH, JENNIFER PALMBOS, KEN HINTON

1. **CALL TO ORDER: Meeting called to order by: Comm. VanHouten at 8:00 am.**

2. **APPROVAL OF AGENDA:**

**MOTION TO APPROVE THE AGENDA**  
**MOVED BY: GREEN / SECONDED BY: GRIFFITH**  
**ALL IN FAVOR - MOTION PASSED**

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

4. **TABLED ITEMS FROM PREVIOUS MEETINGS: Resolution To Accept The Classification And Compensation Study Appeal Results As Recommended By Municipal Consulting Services, LLC**

**MOTION TO UNTABLE AND MOVE ABOVE RESOLUTION TO THE AGENDA – ITEM #10**  
**MOVED BY: GRIFFITH / SECONDED BY: GREEN**  
**ALL IN FAVOR - MOTION PASSED**

5. **APPROVAL OF MEETING MINUTES of September 16, 2015:**

**MOTION TO APPROVE THE MINUTES OF SEPTEMBER 16, 2015**  
**MOVED BY: GREEN / SECONDED BY: GRIFFITH**  
**ALL IN FAVOR – MOTION PASSED**

6. **REPORTS:**

➤ **Cindy Catanach: Overview/update on status of Retiree HealthCare Unfunded Liability**

- **Jennifer Palmbos: Bargaining Update – anticipate closed session in November with further updates.**

**7. HUMAN RESOURCES: Resolution Approving the Filling Of The Senior Appraiser At Above Hire Rate - Equalization**

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

**8. HUMAN RESOURCES: Resolution To Approve The Job Classification Of The Operations Manager At 911 Central Dispatch From Grade 9 to Grade 11 – Central Dispatch**

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

**9. HUMAN RESOURCES: Resolution to Accept The Classification And Compensation Study Appeal Results As Recommended By Municipal Consulting Services, LLC**

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

**10. ADJOURNMENT**

**MOTIONED BY GRIFFITH / SECONDED BY GREEN  
TO ADJOURN AT 8:18 AM  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**JENNIFER PALMBOS  
DIRECTOR OF HUMAN RESOURCES/LABOR RELATIONS**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: November 18, 2015**

---

---

**RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE CIRCUIT COURT SECRETARY, GRADE IV TO CIRCUIT COURT ADMINISTRATION SECRETARY/COURT RECORDER, GRADE VI (Circuit Court) *Personnel Subcommittee 11/18/15***

**WHEREAS,** the duties of the position of Circuit Court Secretary have changed substantially since the 2008 Court Bargaining Unit Wage Study; and

**WHEREAS,** the position has been assigned additional responsibilities as Court Reporter for all six (6) Circuit, District, and Probate Court Judges in addition to Circuit Court Administration Secretarial duties; and

**WHEREAS,** this position has been evaluated by Rahmberg Stover and Associates, who is recommending this position be reclassified from a Grade IV to a Grade VI. This resolution has been recommended for approval by the Personnel Committee; and

**WHEREAS,** funding for this position is provided by vacancy savings in the department.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the reclassification of the Circuit Court Secretary from a Grade IV to Circuit Court Administration Secretary/Court Recorder, Grade VI, effective with the approval of this resolution but contingent upon the written agreement with the Michigan Association of Public Employees, the union representing Court employees.

#

#

#

**MOVED:**

**SECONDED:**

**CARRIED:**

**Position:** Circuit Court Secretary  
**Evaluated:** 11/3/15

Educ/Exp		Judgment		Commun.		Supv/Mgmt		Complexity		Resp for Others		Impact		Environment		Total	Grade
Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Points	
3d	375	3a	270	2bb	235	2a	10	3a	400	2a	70	3a	400	2a	150	1910	VI



**To:** Jennifer Palmbos

**From:** Karine Stover

**Date:** November 3, 2015

**Re:** Circuit Court Secretary

At your request, I have reviewed the position of Circuit Court Secretary based on the JAQ that was submitted as well as clarifying information provided by the Circuit Court Administrator.

Based on the information provided and my understanding of the position, my evaluation yielded total points of 1910. With a point value of 1910, the position would be assigned to Grade VI in the MAPE classification structure.

Given the nature of this position, it appears to be much more like the Judicial Secretary/Court Reporter position than the previous Secretary position. In my conversation with John Evans, he indicated his opinion that the backup court recording done for all six judges is among the most important aspects of the position. The JAQ indicates that court recording is performed 10 hours per week or 25 percent of the total work week. The Circuit Court Administrator felt that this time estimate may be conservative.

Based on the changes that have occurred with this role, the JAQ submitted is less an update to the Secretary position and more the definition of a new position. You may wish to consider changing the job title to be more reflective of the current role.

Detailed job evaluation points are attached. If you have any questions or would like to discuss this position further, please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

---

---

**RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES, ELECTED OFFICIALS, AND JUDGES BENEFIT PLANS FOR 2016 FISCAL YEAR**

**WHEREAS,** a pilot wellness program was started in 2013 that rewards employees for receiving standard health screenings through their primary care physician and reimburses employees for their wellness activities, participation has grown to all employee groups with 448 individuals participating in 2014 and more expected to participate in 2015; and

**WHEREAS,** the anticipated increase in the cost of health insurance by comparing illustrated rates from 2015 to 2016 is 1% which is below the national average of 4.1%; and

**WHEREAS,** federal law regarding flexible spending accounts has changed to allow employees a \$2,550 maximum salary reduction contributions to their flex spending account; and

**WHEREAS,** the Board of Commissioners took action via Resolutions #2011-12-321, #2012-10-282, and #2013-12-353 to exempt the County from the employee premium sharing contributions required under 2011 PA 152 and five (5) 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 2016:

1. Benefit changes effectuated by Resolutions #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 2016 benefit year.

**BE IT FURTHER RESOLVED** that the Livingston Flexible Benefits Plan document is hereby amended to allow employees a \$2,550 maximum salary reduction contributions to their flex spending account.

---

---

**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 2016 (January 1, 2016 through December 31, 2016).

**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.

**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.

# # #

**MOVED:**

**SECONDED:**

**CARRIED:**





# LIVINGSTON COUNTY, MICHIGAN

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

304 E. Grand River Avenue - Suite 201 - Howell MI 48843

CAROL S. GRIFFITH, CHAIRWOMAN  
STEVEN E. WILLIAMS, VICE-CHAIRMAN

TEL: (517) 546-3520  
FAX: (517) 546-7266

## MEMORANDUM

**TO: PERSONNEL COMMITTEE**

**FROM: KEN HINTON**

**RE: VEHICLE POLICY**

**DATE: NOVEMBER 13, 2015**

The Vehicle Policy, a copy of which is attached, was last updated in 1987. The policy does not address criteria to evaluate requests for assignment of a vehicle to a position nor to guide in the selection of a vehicle type, i.e. Sedan, SUV, Pickup, etc. Furthermore, the Emergency Manager department has been created and a vehicle is budgeted to the department but it is not addressed in the existing policy.

I believe the policy should be revised to include:

- Up-to-date references to the IRS regulations related to personal use of vehicles
- Criteria for assignment of a vehicle to a position
- Criteria to guide in the selection of an appropriate vehicle type
- Require Personnel Committee approval of vehicle assignment and take-home use
- Reporting criteria and required forms
- Updated department listings with vehicle assignments
- Recognition of collective bargaining agreement assignments
- Other issues identified by the Personnel Committee and through Department Heads

# LIVINGSTON COUNTY VEHICLE POLICY

RESOLUTION #582-147

LIVINGSTON COUNTY, MICHIGAN

APPROVED: 05.17.82

RESOLUTION #1083-300

APPROVED: 10.11.83

RESOLUTION #487-102

APPROVED: 04.06.87

## GENERAL PRINCIPLES

The following principles shall be applicable to the use of all County vehicles, unless a specific exception is noted:

1. County vehicles shall not be used for personal purposes. The use of County vehicles is limited solely and exclusively to official county business.
2. Only authorized and properly licensed County personnel are permitted to operate County vehicles.
3. The L.E.T.S. Director shall provide a gasoline log on each vehicle and Gas pump.
4. The L.E.T.S. Director shall provide a form for documentation indicating the date, time, mileage, purpose and the person using County vehicles. Persons using a County vehicle shall complete this form, as provided.
5. The L.E.T.S. Director shall continue to provide a service/maintenance log for County vehicles to insure that all County vehicles are in serviceable order. The log shall indicate dates of inspections for oil changes, tires and general maintenance.
6. The I.R.S. Regulations governing use of employer owned or leased vehicles by employees do not provide an exclusion for government employers and thus are applicable to County vehicles.
7. The County of Livingston uses the cents-per-mile method to determine the value for personal use of county owned or leased vehicles. Therefore, any employee who uses a county owned or leased vehicle for commuting purposes, or any other personal use, as authorized, shall maintain records of such use. The records must reflect, at minimum, the date and the beginning and ending mileage for the personal use. The department head, may at his/her discretion require additional information as needed for approval. The computed income will be included on each individuals W-2. The income will have to be included on Form 1040. The cents-per-mile method is the number of personal miles driven by an employee using a county owned/leased vehicle and is multiplied by the standard IRS mileage rate.
8. The County of Livingston will not withhold taxes on the value of the personal use of County owned or leased vehicles.
9. The County will withhold FICA (Social Security Tax Withholding) on the value of the personal use of County owned or leased vehicles on a quarterly basis.
10. Violation of this policy by County employees shall result in disciplinary action being imposed and may result in IRS penalties.

## COUNTY VEHICLE POLICY AS IT RELATES TO TAKING ASSIGNED COUNTY VEHICLES HOME

1. **Sheriff's Department.** Currently, the Administrative staff and the Detectives are assigned unmarked vehicles. No one other than that assigned officer, as designated by the Sheriff, is permitted to operate the vehicles.

Any Administrative staff person or Detective taking an assigned vehicle home shall keep a record of the date and mileage to and from the work site for reporting personal use. That officer is subject to IRS regulations and taxes for personal use (see General Principles). Any officer driving to or from an emergency after their respective normal shift is not subject to a personal use charge. However, the IRS treats miles to and from a regularly assigned work site as personal use.

The Administrative staff, consisting of the Sheriff, Undersheriff and Lieutenants, are allowed to use the county vehicles for personal use, with the authorization of the Sheriff. However, such personal use is subject to IRS required record keeping and reporting in order to properly determine the value of such personal use. (See General Principles)

The Detectives may use assigned vehicles for personal use, only when on call with the approval of the Sheriff or his designee. The Detectives are subject to IRS record keeping requirements and taxes. (See above and General Principles)

The Sheriff will prepare a quarterly report for submission to the County Clerk [March 30, June 30, September 30 and December 30] . The report shall show total personal miles, per person, the date, the starting and ending mileage as well as any other information deemed necessary.

Any officer not on call may leave his/her vehicle parked at the department.

Any officer using a County owned or leased vehicle for personal use will document dates and personal miles on a monthly report, submitting same to the Sheriff. (See General Principles)

2. **Ambulance Department.** Only the Director and Assistant Director shall be permitted to take a vehicle (ambulance) home, and only if they are on duty. There will be no commuter charge as the vehicles (ambulance) are marked, specialized vehicles. The previously stated general principles apply.
3. **Animal Control Department.** These vehicles are assigned to the Department as they have specialized equipment. The vehicles are not to be taken home. The previously stated general principles apply. \* See Note A.
4. **Drain Commissioner.** These vehicles are assigned to the Department as they have job site equipment and tools. The vehicles are not to be taken home. The previously stated general principles apply. \* See Note A.
5. **Building and Grounds.** These vehicles are assigned to the Department as they have job site equipment and tools. The vehicles are not to be taken home. The previously stated general principles apply. \* See Note A.
6. **Building Inspection Department.** These vehicles are assigned to the Department. The vehicles are not to be taken home. The previously stated general principles apply. \* See Note A.

**NOTE A:** The Animal Control Department, Drain Commissioner, Building and Grounds Department and Building Inspection Department are not authorized to use vehicles for personal use. The IRS Code considers commuting as personal use and therefore, if a vehicle is taken home the IRS requires proper documentation and reporting.

### **POOL CARS**

1. Pool cars can be reserved by calling the L.E.T.S. Director.
2. Vehicles cannot be checked out of the motor pool before actual use such as the evening before an early departure or week—end travel. However, a request can be processed through the Car Pool prior to travel time.
3. The L.E.T.S. Director shall provide the daily rate to be charged to the Mental Health Department, and all other departments supported by State and Federal funds wherein the Department will be charged for eligible reimbursement.

This policy shall take effect on the 1<sup>st</sup> day of January, 1987.

The County Clerk shall send a copy of this policy to all County elected officials and appointed Department Heads.

<b>RESOLUTION #582-147</b>	<b>APPROVED: 5.17.82</b>
<b>RESOLUTION #1083-300</b>	<b>APPROVED: 10.11.83</b>
<b>RESOLUTION #487-102</b>	<b>APPROVED: 4.6.87</b>

**MOST RECENT RESOLUTION ATTACHED**

S:\WP\Policies\Vehicle Policy 4-6-87.Doc

**RESOLUTION**

**NO: 487-102**

**LIVINGSTON COUNTY**

**DATE: April 6,1987**

**RESOLUTION TO REVISE VEHICLE POLICY FOR LIVINGSTON COUNTY**

**WHEREAS**, it has been determined that revised guidelines and procedures for the use of county vehicles by Livingston County employees are necessary; and

**WHEREAS**, it is necessary to comply with the Internal Revenue Service Regulations governing use of employer owned or leased vehicles by employees.

**THEREFORE, BE IT RESOLVED**, that the revised Vehicle Policy as submitted, be and is hereby adopted effective January 1, 1987.

**BE IT FURTHER RESOLVED** that the attached Vehicle Policy supersedes any and all other prior policies for Livingston County regarding the subject matter contained therein, with the only exception being any conflict with collective bargaining agreements in which case the collective bargaining agreements shall prevail.

# # #

**MOVED: COMMISSIONER LA BELLE**  
**SUPPORTED: COMMISSIONER ROGERS**  
**CARRIED: 5-0**