

PERSONNEL COMMITTEE

11/19/2013

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

8:30 AM

AGENDA

- 1. CALL MEETING TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. CALL TO THE PUBLIC**
- 4. APPROVAL OF MINUTES**
 - Meeting Minutes Dated: October 23, 2013
 - Closed Session Minutes Dated: October 23, 2013
- 5. REPORTS**
- 6. RESOLUTIONS FOR CONSIDERATION**
- 7. INFORMATION TECHNOLOGY**
 - NON UNION APPEAL OF EMPLOYEE COMPLAINT TO STEP 2 **
- 8. HUMAN RESOURCES**
 - RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES,
ELECTED OFFICIALS, AND JUDGES WAGES, HEALTH PLAN, AND
OTHER BENEFITS FOR 2014 FISCAL YEAR

Human Resources

RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES, ELECTED
OFFICIALS, AND JUDGES WAGES, HEALTH PLAN, AND OTHER
BENEFITS FOR 2014 FISCAL YEAR

MEETING MINUTES

LIVINGSTON COUNTY

OCTOBER 23, 2013 – 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

OTHERS: MARGARET DUNLEAVY, CINDY CATANACH, DON ARBIC, LISA BETH HARVEY, TED WESTMEIER,
SALLY REYNOLDS, BELINDA PETERS, JENNIFER PALMBOS, TERRY LEE

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

2. **APPROVAL OF AGENDA:**

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

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

4. **APPROVAL OF MEETING MINUTES of September 18, 2013:**

MOTION TO APPROVE THE FOLLOWING MEETING MINUTES SEPTEMBER 18, 2013
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR – MOTION PASSED

5. **COUNTY CLERK:** Resolution to Approve the Payment of a Per Diem for Non-Employee Election Night Workers

MOTION TO TO APPROVE THE ABOVE RESOLUTION WITH MODIFICATIONS
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

6. PUBLIC HEALTH: Resolution Authorizing a Succession Plan for Public Health with the Appointment of the Health Officer and Deputy Health Officer/Director of Personal and Preventive Health Services Upon the Retirement of the Current Health Officer

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED**

7. HUMAN RESOURCES: Resolution to Approve the Job Reclassification of the Financial Officer Position From Grade P to Grade R

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED**

8. DISCUSSION: Strategic Planning Compensation Committee Recommendation

**MOTION TO HOLD UNTIL THE NOVEMBER 20 MEETING
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

9. CLOSED SESSION – 911 UNION NEGOTIATIONS

**MOTION TO RECESS TO CLOSED SESSION AT: 9:00 AM
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
MOTION PASSED**

RETURN TO OPEN SESSION AT: 9:58 AM

**MOTION TO APPROVE THE ABOVE LETTER OF AGREEMENT AND TO MOVE IT TO FINANCE/FULL BOARD:
C. GRIFFITH – YES K. LAWRENCE – YES R.VANHOUTEN - YES**

10. ADJOURNMENT

**MOTIONED BY GRIFFITH / SECONDED BY VAN HOUTEN
TO ADJOURN AT 9:59AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HR COORDINATOR**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES, ELECTED OFFICIALS, AND JUDGES WAGES, HEALTH PLAN, AND OTHER BENEFITS FOR 2014 FISCAL YEAR

WHEREAS, the economy of the State of Michigan has started to recover and the County has seen guarded increases in taxable value of real and personal property (Taxable Value); and

WHEREAS, over the last several years Livingston County has been forced to reduce the cost of government through restructuring, employee layoffs, early retirement incentives, benefit reductions and cost sharing; and

WHEREAS, to mitigate costs, the Board of Commissioners directed the following changes starting in 2010 to non-union benefit plans pursuant to Resolutions 2009-08-266, 2009-10-316, and 2010-10-277:

- provide new base medical plan, BCBSM Community Blue PPO4, for non-union employees, elected officials and judges
- implement cost sharing of health and dental insurance based on hours worked and date of hire
- implement a two tier wage scale and benefit package for those hired on/after November 1, 2009; and

WHEREAS, these same concessions were obtained from bargaining units starting in 2011 and 2012 but were accompanied by signing bonuses ranging from \$1,000 to \$1,500 per employee. However, non-union employees have not received a similar payment; and

WHEREAS, the Board of Commissioners took action via Resolutions #2011-12-321 and #2012-10-282 to exempt the County from the employee premium sharing contributions required under 2011 PA 152.

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 2014:

1. Benefit changes effectuated by Resolutions #2012-10-282, #2011-10-276, #2010-10-277, #2009-08-266 and #2009-10-316 shall remain in full force and effect.
2. Effective January 1, 2014, regular non-union employees shall receive a 1.18% increase in wages. This increase is reflective of the 1.18% increase in Taxable Value from 2012 to 2013. For those employees whose wages have been red-circled based on the 2004 Plante

Moran wage study, this 1.18% increase may be reduced to prevent them from exceeding the salary range maximum of their assigned pay grade. Employees receiving compensation pursuant to the Special Pay policy shall in no case receive a salary greater than the top step of the salary range of the higher classification for out-of-class pay, acting pay, or job splitting pay.

3. Effective January 1, 2014, elected officials (excluding County Commissioners and Judges) whose compensation is determined by Resolution 2012-09-251 shall receive a 1.18% increase in wages. This increase is reflective of the 1.18% increase in Taxable Value from 2012 to 2013.
4. Effective July 1, 2014, regular non-union employees (excepting regular non-union employees engaged in equalization) shall receive a percentile wage increase equal to the percentile increase in the County's Taxable Value from 2013 to 2014 as approved by the State of Michigan after final equalization and reported July 1, 2014, capped at 3%. For those employees whose wages have been red-circled based on the 2004 Plante Moran wage study, this increase may be reduced to prevent them from exceeding the salary range maximum of their assigned pay grade. Employees receiving compensation pursuant to the Special Pay policy shall in no case receive a salary greater than the top step of the salary range of the higher classification for out-of-class pay, acting pay, or job splitting pay.
5. Effective July 1, 2014, elected officials (excluding County Commissioners and Judges) whose compensation is determined by Resolution 2012-09-251 shall receive a percentile wage increase equal to the percentile increase in the County's Taxable Value from 2013 to 2014 as approved by the State of Michigan after final equalization and reported July 1, 2014, capped at 3%.
6. Effective January 1, 2014, regular non-union employees (excluding temporary employees) shall receive a one-time only, not added to base, pay bonus of \$1,300 in recognition of prior concessions in wages and benefits. This payment will be pro-rated for part-time employees based on Board authorized full time equivalent.

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7. Effective January 1, 2014, elected officials (excluding County Commissioners and Judges) shall receive a one-time only, not added to base, pay bonus of \$1,300 in recognition of prior concessions in wages and benefits.
 8. Effective January 1, 2014, in the first year of employment, a non-union new hire whose initial rate of pay is at the hire or 6 month step can be increased to the 1 year step of their scale with the approval of the County Administrator and/or Human Resources Director. The Classification/Compensation Administrative Guidelines policy shall hereby be amended to reflect this change.
 9. Effective January 1, 2014, regular non-union, part-time employees shall receive holiday pay according to the following schedule:

SCHEDULED 30-39 HOURS PER WEEK	5 hours
SCHEDULED 21-29 HOURS PER WEEK	4 hours
- The holiday pay section of the Personnel Manual shall hereby be amended to reflect this change.
10. Effective January 1, 2014, regular non-union, part-time employees shall receive annual pay increases as opposed to having to reach minimum hours worked (2,080 hours). The Personnel Manual section related to compensation for part-time employees shall hereby be amended to reflect this change.
 11. The wellness program for regular non-union employees, elected officials, and judges approved in Resolution #2012-09-250 shall continue for the 2014 benefit year.
 12. A comprehensive wage study will be performed for all non-union positions in 2014 and shall be approved under separate resolution.

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 2014 (January 1, 2014 through December 31, 2014).

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.

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MOVED:

SECONDED:

CARRIED: