

PERSONNEL COMMITTEE

11/19/2014

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 15, 2014
 - 5. REPORTS**
 - 6. RESOLUTIONS FOR CONSIDERATION**
-
- 07 Human Resources**
RESOLUTION APPROVING THE FILLING OF THE ANIMAL CONTROL DIRECTOR AT ABOVE HIRE RATE – ANIMAL CONTROL
-
- 08 Human Resources**
RESOLUTION TO INCLUDE ELECTRONIC CIGARETTES UNDER THE LIVINGSTON COUNTY SMOKE-FREE BUILDINGS AND VEHICLES ORDINANCE
-
- 9. CLOSED SESSION**
Labor Relations
 - 10. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

OCTOBER 15, 2014 – 8:30 AM

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

PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN COMM. GRIFFITH COMM. LAWRENCE

OTHERS: JEFF BOYD, CHAD CHEWNING, CHELSEA MOXLOW, ARIELLE MARKEL, MARGARET DUNLEAVY,
DENNIS DOLAN, CINDY CATANACH, JENNIFER SLATER, JENNIFER PALMBOS, BELINDA PETERS
TERRY LEE

1. **CALL TO ORDER:** Meeting called to order by: Comm. Van Houten at 10:00 am.

2. **APPROVAL OF AGENDA:**

MOTION TO 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 17, 2014:**

MOTION TO APPROVE THE FOLLOWING MEETING MINUTES OF SEPTEMBER 17, 2014
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR – MOTION PASSED

5. **REPORTS:** Quarterly update on Wellness Plan from Jennifer Slater.

6. **HUMAN RESOURCES:** Resolution to Modify The Non-Union Employees, Elected Officials and Judges Benefit Plans For 2015 Fiscal Year.

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

7. HUMAN RESOURCES: Resolution to Approve a One-Time Variance in the Collective Bargaining Agreement Between Livingston County and the Michigan Association Of Public Employees Regarding the Probationary Period of A Dispatcher

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

8. ADJOURNMENT

**MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH
TO ADJOURN AT 10:20 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HR COORDINATOR**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE FILLING OF THE ANIMAL CONTROL DIRECTOR AT ABOVE HIRE RATE – ANIMAL CONTROL

WHEREAS, the Animal Control Director position has been approved by the Board to fill the position in advance of the current Director’s retirement on March 31, 2015; and

WHEREAS, the position was posted both internally and externally; and

WHEREAS, applicants were interviewed by a team of the Human Resources Director, the Undersheriff, and the current Animal Control Director, as well as second interviews with the County Administrator and the Director of Public Health; and

WHEREAS, based on market conditions and the required experience qualifications, it is recommended to offer the Animal Control Director position to the top candidate at a Grade M, Step 3 (\$57,206.90), contingent upon acceptable background and reference checks; and

WHEREAS, funding for this position is approved and included in the 2014 and 2015 operating budgets.

THEREFORE BE IT RESOLVED that based upon the preceding considerations, the Livingston County Personnel Committee, pursuant to the Classification and Administrative Guidelines, authorizes and approves the hiring of the Animal Control Director at a Grade M, Step 3.

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MOVED:

SECONDED:

CARRIED:

EMPLOYEE NAME: Debbie Oberle

JOB TITLE: Animal Control Director

EMPLOYEES SUPERVISED: 2 Animal Control Officers
1 p/t Veterinarian
1 p/t Vet Technician
2 Animal Cont. Assistants
2 p/t Animal Control Assistants
3 p/t Kennel Assistants



IMMEDIATE SUPERVISOR: Belinda Peters

TITLE OF IMMEDIATE SUPERVISOR: County Administrator

FLSA STATUS: Exempt-Professional

DEPARTMENT: Animal Control **LOCATION:** West Complex

EFFECTIVE: Sept., 2014 **GRADE:** M

WORKERS COMP. CODE: 8831

SUMMARY OF POSITION:

This position is responsible for directing the activities of the County's animal control services and animal shelter.

ESSENTIAL FUNCTIONS:

1. Oversees the administration and operation of the animal shelter, which includes the adoption of animals, placement of confiscated animals, the sanitation and cleanliness of facilities, and the safety of staff and customers.
2. Responsible for enforcement of MI animal laws and county ordinance. Assist the Prosecutor with the prosecution of felonies under MI Criminal Law. Act as lead communicator with prosecutor and law enforcement agencies pertaining to animal neglect/abuse cases.
3. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
4. Oversees the development and implementation of programs, policies and procedures for the department, or as directed by the County Administrator or Board.
5. Oversees and monitors programs such as TNR (Trap, Neuter, Return) for cats, Low Income spay/neuter program.
6. Oversees the investigation, follow-up, and resolution of citizen complaints, reviews previous daily logs and reports, and responds to complex or sensitive situations; performs duties as an Animal Control Officer as needed.
7. Review and monitor all dog bites in the county
8. Determines if animals should be euthanized based on department policies and guidelines.

9. Administers and monitors the departmental budget including allocating resources and approving expenditures and coordinating activities with vendors. Manages department's vehicle fleet.
10. Oversees the Grant Writing process for the department.
11. Ensures compliance with applicable laws, rules, and regulations.
12. Participates in community organizations to promote the department's image and programs and performs related public relations, including the guidance of the "Friends of Livingston County Animal Shelter" group on how to best benefit the shelter.
13. Media contact for the department.

GENERAL DUTIES:

1. Will behave and communicate in a manner that promotes a positive work atmosphere.
2. Will maintain an awareness to provide a safe and healthy environment and will report all hazards and/or concerns.
3. Will participate in approved staff development activities, in-services and supervisory sessions.
4. Will adjust work schedule, with supervisory approval, to meet County needs.
5. Will accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or are on going.
6. Will advise supervisor if actual practice (activity) begins to deviate significantly from specified essential functions.

SUPPLEMENTARY FUNCTIONS:

1. May represent Livingston County on internal/external committees or work groups to enhance service delivery or service planning.
2. May participate in community education activities.
3. May be required to participate in the periodic evaluation of services and service planning.
4. May receive and assist in resolving complaints or inquiries related to services provided by Livingston County.
5. Will participate in approved emergency activities and/or preparedness drills in the case of a county declared disaster or emergency.

LICENSING or CERTIFICATIONS:

- Deputized by the Livingston County Sheriff Department;
- Certification as an Animal Control Officer (ACO) from the Department of Agriculture.
- Valid MI Driver's License and a good driving record.

QUALIFICATIONS:

1. Bachelor's Degree in Business Administration or related field, and
2. Three years experience related to animal control; or, a combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of:

- Managerial principles;
- Business administration principles;
- Animal behavior principles;
- Communication and public relations principles;

- Applicable local, state and federal laws, rules, and regulations.

Skill in:

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Implementing programs;
- Maintaining good public relations;
- Observing and assessing animal behavior;
- Developing and implementing policies and procedures;
- Must be able to maintain cooperative working relationships and possess good interpersonal skills and be able to work within a team structure.
- Ability to maintain records, prepare and interpret reports and answer questions.
- Ability to maintain effective working relationships and productively serve as a member of a team with employees and the public plus have the ability to deal with problems courteously and tactfully.
- Must have ability to develop computer skills to manage implemented County documentation systems.

STAFF DEVELOPMENT/TRAINING:

- Prevention of Harassment in the Workplace
- Hazardous Communications Training

WORKING CONDITIONS:

Physical Requirements:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and seeing.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to fumes, odors, gases, poor ventilation, chemicals, and potentially lethal diseases and animals.
- May be exposed to hazardous materials found in a home or general office environment.
- Use of household cleaning products and disinfectants may be required.

CRITERIA FOR MERIT INCREASES:

- Has developed specific efficiencies in performance of duties.
- Exceeds performance objectives for the position.
- Demonstrates on-going skill development through readings, journals, etc.
- Initiates constructive ideas with supervisor for unit/position performance.
- Administers and monitors departmental budget within specifications outlined by the Board of Commissioners, where total expenditures not exceed authorized budgetary amounts.
- Coordinates the activities of the department and its members forming a cohesive and effective team that can focus on accomplishing the organization mission and purpose in an exemplary manner.
- Provides outstanding direction to the organization by setting an example of the conduct and work ethic expected of all employees.

I understand that failure to comply with all areas of this Position Description could result in disciplinary action. By signing below, I am indicating that I have read and understand all job requirements, agree to abide by them as written, and have received a copy of this document.

Signature of Employee

Signature of Supervisor

Date

Date

POSITION DESCRIPTION ESTABLISHED: 10/2004

POSITION DESCRIPTION REVIEWED: 09/2014

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO INCLUDE ELECTRONIC CIGARETTES UNDER THE LIVINGSTON COUNTY SMOKE-FREE BUILDINGS AND VEHICLES ORDINANCE

WHEREAS, Resolution 2010-05-154 updated the Livingston County Smoke-Free Buildings & Vehicles Ordinance consistent with Public Act 188 of 2009 which states there shall be no smoking in all public places or public meetings and places certain responsibilities to clearly post “no smoking” signs at entrances to buildings and where smoking is prohibited and to remove all ashtrays from those areas; and

WHEREAS, since that time, electronic cigarettes, or e-cigarettes, have become more widely available to purchase; and

WHEREAS, the American Lung Association is very concerned about the potential health consequences of electronic cigarettes for those who use the product as well as those people exposed to secondhand emissions from e-cigarettes; and

WHEREAS, the County of Livingston has a desire to protect the health and safety of its employees and of the general public who use county government facilities.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby amends the attached Livingston County Smoke-Free Buildings & Vehicles Ordinance to include use of electronic cigarettes under its smoking prohibition.

BE IT FURTHER RESOLVED that the amendments to the policy take effect on December 15, 2014 and copies of the policy be sent to each Elected Official and Department Director for review with all employees.

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MOVED:

SECONDED:

CARRIED:

LIVINGSTON COUNTY
SMOKE-FREE
BUILDINGS & VEHICLES ORDINANCE

RESOLUTION NO: 2010-05-154

LIVINGSTON COUNTY, MICHIGAN

APPROVED: 05/03/2010

REVISED RESOLUTION: 793-148 (7/93)

A SMOKE-FREE WORKPLACE

STATEMENT OF POLICY

To protect and enhance indoor air quality and contribute to the health and well-being of all Livingston County employees, Livingston County occupied work areas shall be entirely smoke free, effective July 20, 1993.

Smoking will be prohibited within a reasonable distance of any entrances, windows and ventilation systems to any enclosed areas; such reasonable distance shall be a distance sufficient to insure that persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke and to insure that tobacco smoke does not enter the building or facility through entrances, windows, ventilation systems or any other means. All smoking trash receptacles shall be placed outside the no smoking area in order to discourage smoking in these areas. Further, smoking is strictly prohibited in all County occupied work areas, public spaces including conference rooms, reception areas, restrooms, stairwells, hallways, lobbies, entryways and work stations of all fully enclosed County facilities and within all County vehicles. This policy applies to all employees, clients, visitors or persons otherwise required to be in a county occupied facility or vehicle.

Copies of this policy will be distributed to all new employees by the Human Resources Department at the time of hire and to all existing employees by their supervisor or department head. Signage indicating Livingston County occupied Buildings are smoke free and that smoking is prohibited will be posted at all entrances and throughout each fully enclosed facility.

This policy has been amended to include the prohibition of use of smokeless tobacco such as chew and snuff and also the use of electronic cigarettes. Also included is language to require proper disposal of products, including but not limited to cigarette butts, matches, chew, etc.

ENFORCEMENT OF POLICY

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees, clients, contractors and visitors share in the responsibility for adhering to and enforcing the policy.

COMPLAINTS: Persons observing a violation of this policy should bring it to the attention of their immediate supervisor.





INVESTIGATIONS: Immediate supervisors receiving a complaint will investigate and take action to resolve the issue as soon as possible.

VIOLATORS: Persons found to have violated this policy be subject to disciplinary actions in the same manner and magnitude as violations of other County policies; specifically the disciplinary section of the Livingston County Personnel Policy. Those persons not covered by the Personnel Policy and found to have violated this policy will be subject to the Violations and Penalties section of the Livingston County Policy Requiring Smoke Free Buildings and Vehicles.

LIVINGSTON COUNTY POLICY **REQUIRING SMOKE FREE BUILDINGS AND VEHICLES**

SECTION I - TITLE. This Ordinance shall be known as the Livingston County Smoke Free Buildings and Vehicles Ordinance.

SECTION II - PURPOSE. The Livingston County Board of Commissioners does hereby find that:

-  Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution; and
-  Reliable studies have shown that breathing second-hand smoke is a significant health hazard for several population groups, including elderly people, individuals with cardiovascular disease and individuals with impaired respiratory function, including asthmatics and those with obstructive airway disease; and
-  Nonsmokers who suffer allergies, respiratory diseases and other ill effects of breathing secondhand smoke may experience a loss of job productivity or may be forced to take periodic sick leave because of such adverse reactions; and
-  Smoking is a potential cause of fires and cigarette and cigar burns and ash stains on fixtures and furniture and cause unnecessary losses.

The State of Michigan has passed Public Act 188 of 2009 which states that an individual shall not smoke in a public place or at a public meeting, except in a designated smoking area.

Accordingly, the Livingston County Board of Commissioners finds and declares that the purposes of this ordinance are:

1. To protect the public health and welfare by prohibiting smoking in enclosed areas of all County occupied facilities and vehicles; and
2. To strike a reasonable balance between the needs of persons who smoke and the need of nonsmokers to breathe smoke-free air; to recognize that where these needs conflict, that the need to breathe smoke-free air shall have priority.

SECTION III - DEFINITIONS. The following words and phrases, whenever used in this article shall be construed as defined in this section:

1. "Employee" means any person who is employed by Livingston County in consideration for direct or indirect monetary wages or profit, and any person who volunteers his or her services for non-profit.
2. "Employer" means the County of Livingston, Michigan.
3. "Enclosed area" means all space between a floor and a ceiling which is enclosed on all sides by solid walls or windows, which extend from the floor to the ceiling, including all space therein screened by partitions which do not extend to the ceiling or are not solid.
4. "Place of Employment" means any enclosed area under the control of Livingston County including work areas, employ
5. yee lounges, restrooms, conference and classrooms, hallways and corridors, entryways and lobbies, stairs and stairwells, closets and storerooms, and including all County vehicles.
6. "Designated Smoking areas" means any area on the grounds of Livingston County property clearly identified as a smoking area.
7. "Smoking" means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, weed, plant or other combustible substance in any manner or in any form. For purposes of this policy "Smoking" shall also include snuff, chew, and the use of electronic cigarettes.

SECTION IV - APPLICATION OF ARTICLE TO COUNTY OWNED OR OCCUPIED FACILITIES. All enclosed facilities owned or occupied by the County of Livingston shall be subject to the provisions of this article, with the exclusion of the Department of Social Services and the Community Mental Health Department. Both of the named agencies shall, at a minimum, operate under State of Michigan Executive Order No. 1992-3, State Government Facilities - Prohibition against smoking, sale or manufacture of tobacco products.

SECTION V - PROHIBITION OF SMOKING. No use of tobacco products including cigarettes, e-cigarettes and smokeless tobacco such as chew or snuff will be allowed within the facilities of Livingston County at any time. Use of these products shall be strictly prohibited within all work areas and public spaces including conference rooms, reception areas, restrooms, stairs and stairwells, hallways and corridors, lobbies and entryways, closets and storerooms, classrooms, or other enclosed areas within facilities owned or occupied by the County of Livingston and within County vehicles. Smoking will be prohibited within a reasonable distance of any entrances, windows and ventilation systems to any enclosed areas; such reasonable distance shall be a distance sufficient to insure that persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke or vapor and to insure that tobacco smoke or vapor does not enter the building or facility through entrances, windows, ventilation systems or any other means. All materials used for smoking including cigarette butts, snuff, chew and matches, shall be extinguished and disposed of in appropriate containers.

SECTION VI - POLICY VIOLATIONS AND DISPUTE RESOLUTION. The Livingston County Board of Commissioners, or their designee, shall oversee enforcement.

Any person observing a violation of this article may bring it to the attention of the appropriate supervisory personnel, and if necessary, refer it to the Livingston County Board of Commissioners for a final decision.