

PERSONNEL COMMITTEE

The mission of Livingston County is to be an effective and efficient steward in delivering quality services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside and recreate in Livingston County.

12/18/2013

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: November 20, 2013
- 5. REPORTS**
- 6. RESOLUTIONS FOR CONSIDERATION**

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- 7 Human Resources**
RESOLUTION TO APPROVE THE RECLASSIFICATION OF THE NETWORK MANAGER, GR. N TO INFRASTRUCTURE MANAGER, GR. 0

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- 8 Human Resources**
RESOLUTION AMENDING RESOLUTION NO. 2012-04-120 TO ALLOW UNUSED SICK TIME TO BE PAID INTO A HEALTH CARE SAVINGS PLAN AT RETIREMENT ONLY

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- 9. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

NOVEMBER 19, 2013 – 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

BELINDA PETERS, JENNIFER PALMBOS, KEVIN WILKINSON, RICH MALEWICZ, GREG JOLLIFF,
OTHERS: MARGARET DUNLEAVY, CINDY CATANACH, TERRY LEE, SALLY REYNOLDS, BOB SMITH, RICH
MCMULTY, MIKE HUARD.

1. **CALL TO ORDER:** Meeting called to order by: Comm. Van Houten at 8:30 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:** Margaret Dunleavy, County Clerk, informed the committee that per Legal Counsel, her election workers could be paid per diems and are considered non-employees.

4. **APPROVAL OF both Regular and Closed Meeting Minutes of October 23, 2013:**

MOTION TO APPROVE THE REGULAR AND CLOSED MEETING MINUTES OF OCTOBER 23, 2013
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR – MOTION PASSED

5. **Non-Union Appeal of Employee Complaint to Step 2**

A non-union employee, who had been previously discharged, appealed to have his/her job reinstated. Statements and evidence were presented by both sides. Committee members went into closed session as follows:

6. CLOSED SESSION – NON-UNION EMPLOYEE APPEAL

MOTION TO RECESS TO CLOSED SESSION AT 8:58 AM VANHOUTEN: YES GRIFFITH: YES LAWRENCE: YES MOTION PASSED
RETURN TO OPEN SESSION AT 9:06 AM

Summaries were presented by both sides relating to the above employee grievance along with questions from the Commissioners to the appellant.

MOTION TO DENY THE GRIEVANCE AND UPHOLD THE DISCHARGE: MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE ALL IN FAVOR – MOTION PASSED

7. HUMAN RESOURCES: Resolution to Modify the Non-Union Employees, Elected Officials and Judges Wages, Health Plan and other Benefits for the 2014 Fiscal Year.

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

MOTIONED BY GRIFFITH / SECONDED BY LAWRENCE TO ADJOURN AT 10:23 AM ALL IN FAVOR – MOTION PASSED
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Respectfully Submitted,

TERRY LEE
HR COORDINATOR

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE NETWORK MANAGER, GRADE N TO INFRASTRUCTURE MANAGER GRADE O (Information Technology)

To Personnel Committee December 18, 2013

WHEREAS, the position of Network Manager was last reviewed by Plante Moran in 2004 and was classified as a Grade N; and

WHEREAS, this position has been evaluated by Rahmberg Stover and Associates and have determined that this position has changed significantly since 2004 primarily due to changes in the environment with an increased emphasis on security. The importance of security as well as functionality of systems has heightened over the past few years; and

WHEREAS, Rahmberg Stover and Associates is recommending this position be reclassified from a Grade N to a Grade O; and

WHEREAS, a budget amendment will need to be processed moving available monies from the General Fund to cover this increase.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the reclassification of the Network Manager position from a Grade N to an Infrastructure Manager, Grade O 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:



To: Jennifer Palmbos

From: Karine Stover

Date: October 29, 2013

Re: Infrastructure Manager

At your request, I have reviewed the JAQ and functional chart provided to me for the position of Infrastructure Manager in the Information Technology department. This position was formerly titled Network Manager, and has been changed to reflect the additional responsibilities. In addition to the written materials, I talked with Rich Malewicz to gain a more comprehensive understanding of the position.

It appears that this position has changed significantly since it was originally evaluated in 2004. Part of the change is due to changes in the environment and increased emphasis on security. With the increased use of technology by other departments within the County, the importance of security as well as functionality of systems has heightened. Based on my conversation with Rich Malewicz, the position functions at a level comparable to a deputy director.

My evaluation yielded total points of 3110. This point value suggests that the position should be reclassified in Grade O, which is one grade higher than its current placement in Grade N.

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

Position: Infrastructure Manager (Information Technology)

Evaluated: 10/28/2013

Education/Experience		Judgment/Independence		Communication		Supervisory/Management		Job Complexity		Rights, Well Being, Safety		Impact on Prog, Serv, Ops		Work Environment		Total Points
Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	
5f	655	4b	400	4aa	330	5b	205	5a	700	2a	70	5a	700	1a	50	3110

Point ranges:

C 901 - 1050

D 1051-1200

E 1201-1350

F 1351-1500

G 1501-1650

H 1651-1825

I 1826-2000

J 2001-2200

K 2201-2400

L 2401-2600

M 2601-2800

N 2801-3100

O 3101-3400

P 3401-3700

Q 3701-4000

R 4001-4300

S 4301+

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AMENDING RESOLUTION NO. 2012-04-120 TO ALLOW UNUSED SICK TIME TO BE PAID INTO A HEALTH CARE SAVINGS PLAN AT RETIREMENT ONLY

WHEREAS, Livingston County Board of Commissioners adopted Resolution No. 2007-09-220 which authorized the non-union employees' sick leave program in conjunction with introducing a short term disability program; and

WHEREAS, that resolution was amended by Resolution No. 2012-04-120 to allow employees to roll over sick time to their Health Care Savings Plan account at retirement and annually; and

WHEREAS, the plan administrator for the Health Care Savings Plans, MERS of Michigan, is now strongly recommending we discontinue allowing the annual sick time conversion based on recent Internal Revenue Service tax rulings.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Human Resources Department to pay the employee 50% of the December 1 compensation value for unused sick days earned after January 1 of each year; OR, at the employee's option, allow the employee to roll over 100% of their remaining sick time, as of December 31 into a sick reserve bank. The annual rollover of unused sick time to the Health Care Savings Plan shall be discontinued immediately.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Human Resources Department to pay into a Health Care Savings Plan Account (currently administered by MERS of Michigan) within thirty (30) days following retirement, fifty percent (50%) of the remaining sick and sick reserve balances, if any, that remain for retirees who have chosen not to be paid out for their sick hours and reserve sick bank as taxable income at the end of employment.

THEREFORE BE IF RESOLVED that where an employee did not previously qualify for a Health Care Savings Plan Account based on hire date employment status, an account will be established for the purpose of accepting these funds at retirement

provided the employee has completed the required forms. Livingston County will make no other contributions nor will the employee be allowed to make contributions other than the rollover of their sick and sick reserve banks.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes the changes and amendments to any previous participation agreements as required by MERS of Michigan to effectuate the changes described herein.

THEREFORE BE IT FINALLY RESOLVED that the Livingston County Board of Commissioners authorizes the Chair of the Board of Commissioners to sign on behalf of Livingston County any documents required by MERS of Michigan in order to effectuate this resolution.

MOVED:

SECONDED:

CARRIED: