

FINANCE COMMITTEE

12/27/2017

304 E. Grand River, Board Chambers, Howell, MI 48843

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
Minutes of Meeting Dated: December 13, 2017
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **CALL TO THE PUBLIC**
7. **REPORTS**
8. **RESOLUTIONS FOR CONSIDERATION:**

09 **Emergency Medical Services**
RESOLUTION APPROVING HOLIDAY PAY FOR EMS IRREGULAR PART-TIME PARAMEDICS -EMS/PERSONNEL/FINANCE/FULL BOARD

10 **Human Resources**
RESOLUTION APPROVING THE TENTATIVE AGREEMENT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND THE MICHIGAN ASSOCIATION OF PUBLIC EMPLOYEES REPRESENTING 911 DISPATCHERS

11 **Human Resources**
RESOLUTION TO ESTABLISH A RETIREMENT PLAN ADVISORY COMMITTEE FOR MANAGEMENT OF THE COUNTY §401(A) AND §457 DEFERRED COMPENSATION PLANS

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12. **CLAIMS**
 13. **PREAUTHORIZED**
 14. **CALL TO THE PUBLIC**
 15. **ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

DECEMBER 13, 2017 – 7:30 A.M.

ADMINISTRATION BUILDING - BOARD CHAMBERS
304 E. Grand River Avenue, Howell, MI 48843

FINANCE COMMITTEE

COMM. KATE LAWRENCE

COMM. BILL GREEN - FINANCE CHAIR

COMM. DAVE DOMAS

COMM. DOUG HELZERMAN

COMM. DON PARKER

COMM. BOB BEZOTTE

COMM. CAROL GRIFFITH

COMM. DENNIS DOLAN

COMM. GARY CHILDS

1. **CALL TO ORDER:** Meeting called to order by **COMM. BILL GREEN** at 7:30 AM.

2. **ROLL CALL:**

- **Present:** Kate Lawrence, Bill Green, Dave Domas, Douglas Helzerman, Don Parker, Bob Bezotte, Carol Griffith, Dennis Dolan, Gary Childs
- **Absent:** None.

3. **APPROVAL OF MINUTES:**

- **MINUTES OF MEETING DATED: NOVEMBER 29, 2017**

MOTION TO APPROVE THE MINUTES AS PRESENTED.

MOVED BY: CHILDS / SECONDED BY: DOLAN

ALL IN FAVOR - MOTION PASSED

4. **TABLED ITEMS FROM PREVIOUS MEETINGS:** None.

5. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.

MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH

ALL IN FAVOR - MOTION PASSED

6. **CALL TO THE PUBLIC:**

- None.

7. **REPORTS:**

- None.

8. RESOLUTIONS FOR CONSIDERATION:

- 9. MSU EXTENSION: RESOLUTION TO APPROVE THE MEMORANDUM OF AGREEMENT (MOA) WITH MSU EXTENSION AND THE PROPOSED 2018 MSUE BUDGET**

**RECOMMEND MOTION TO THE: BOARD
MOVED BY: CHILDS / SECONDED BY: BEZOTTE
ALL IN FAVOR – MOTION PASSED**

- 10. FACILITY SERVICES: RESOLUTION AUTHORIZING A CONTRACT AWARD TO INTERTEK-PSI TO PROVIDE HAZARDOUS & NON-HAZARDOUS MATERIAL REMEDIATION SERVICES**

**RECOMMEND MOTION TO THE: BOARD
MOVED BY: PARKER / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED**

- 11. FACILITY SERVICES: RESOLUTION TO EXTEND THE CONTRACT WITH OTIS ELEVATOR FOR ELEVATOR MAINTENANCE AND REPAIRS**

**RECOMMEND MOTION TO THE: BOARD
MOVED BY: DOLAN / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED**

- 12. PUBLIC HEALTH: RESOLUTION TO ACCEPT STATE FUNDING TO CONDUCT COMMUNITY EDUCATION, DISEASE INVESTIGATIONS, AND TARGETED IMMUNIZATIONS FOR THE HEPATITIS A OUTBREAK OCCURRING IN LIVINGSTON COUNTY**

**RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED**

- 13. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO ENTER INTO AN AGREEMENT TO SUPPLY VOICE-OVER-IP TELEPHONY TO THE HOWELL TOWNSHIP FIRE AUTHORITY**

**RECOMMEND MOTION TO THE: BOARD
MOVED BY: GRIFFITH / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED**

14. **TREASURER:** RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO INCREASE THE IMPREST CASH ACCOUNT FOR THE LIVINGSTON COUNTY HEALTH DEPARTMENT

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED

15. **ADMINISTRATION:** RESOLUTION TO SYSTEMATICALLY TRANSFER MONIES BETWEEN FUNDS FOR 2018

RECOMMEND MOTION TO THE: BOARD
MOVED BY: CHILDS / SECONDED BY: BEZOTTE
ALL IN FAVOR - MOTION PASSED

16. **ADMINISTRATION:** RESOLUTION AUTHORIZING AN ADDITIONAL CONTRIBUTION TO MERS

RECOMMEND MOTION TO THE: BOARD
MOVED BY: PARKER / SECONDED BY: DOMAS
ALL IN FAVOR – MOTION PASSED

17. **ADMINISTRATION:** RESOLUTION TO AUTHORIZE A FOURTH QUARTER SUPPLEMENTAL APPROPRIATION TO THE FISCAL-YEAR 2017 BUDGET

RECOMMEND MOTION TO THE: BOARD
MOVED BY: GRIFFITH / SECONDED BY: BEZOTTE
ALL IN FAVOR - MOTION PASSED

18. **CLAIMS:**

RECOMMEND MOTION TO THE BOARD TO APPROVE THE MISCELLANEOUS CLAIMS DATED: December 13, 2017.
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

19. **PREAUTHORIZED:**

RECOMMEND MOTION TO THE BOARD TO APPROVE THE COMPUTER PRINTOUT DATED: 11-30-17 THRU 12-13-17
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

20. CALL TO THE PUBLIC:

➤ None.

21. ADJOURNMENT:

**MOTION TO ADJOURN AT 8:15 AM
MOVED BY: HELZERMAN / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

**NATALIE HUNT
RECORDING SECRETARY**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION APPROVING HOLIDAY PAY FOR IRREGULAR PART-TIME PARAMEDICS-
EMS/PERSONNEL/FINANCE/FULL BOARD**

WHEREAS, Irregular Part Time Paramedics are an important part of the EMS workforce; and

WHEREAS, EMS is required by law to maintain a 24/7 - 365 day a year operation; and

WHEREAS, EMS has historically paid its non-union contingent workforce holiday pay when they work a holiday; and,

WHEREAS, EMS is recommending to continue that practice by paying one (1) additional hour of pay at the straight time rate for every hour worked during a County recognized holiday for irregular part-time employees; and

WHEREAS, this is the same pay rate for EMS full-time Paramedics.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves this Resolution to pay irregular part-time Paramedics one (1) additional hour of pay at the straight time hourly rate for every hour worked on a County-recognized holiday.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R. Boyd
Date: 11/27/2017
Re: Irregular Part Time Holiday Pay

For many years EMS has paid its contingent non-union workforce the same as it's union workforce to make sure there is parity among the staff. After reviewing the policy for irregular part-time employees it is apparent a resolution is needed to continue this practice.

Maintaining equity in the workforce is imperative in creating a culture that sustains recruitment and retention. It is also an industry standard among our peers that those public safety workers that work the holiday are compensated with holiday pay.

The contingent workforce is an important part of our operation. The funds have already been budgeted and the resolution before you seeks to formally adopt the process that is already in place.

If you have any questions regarding this matter please contact me.

RESOLUTION

NO: 2017-12-227

LIVINGSTON COUNTY

DATE: December 27, 2017

RESOLUTION APPROVING THE TENTATIVE AGREEMENT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND THE MICHIGAN ASSOCIATION OF PUBLIC EMPLOYEES REPRESENTING 911 DISPATCHERS – HUMAN RESOURCES / FINANCE / BOARD

WHEREAS, negotiations have resulted in a tentative agreement between the Livingston County Board of Commissioners and the Michigan Association of Public Employees (hereinafter referred to as “MAPE”); and

WHEREAS, the Dispatchers have ratified the tentative agreement; and

WHEREAS, the modifications to the agreement are consistent with Board policy concerning wages and benefits; and

WHEREAS, the approval of the tentative agreement by the Board of Commissioners is the final action needed to execute this agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the attached agreement reached with the Livingston County Board of Commissioners and the Michigan Association of Public Employees, for the period of 1/1/18 through 12/31/2020.

BE IT FURTHER RESOLVED that the Chair of the Board of Commissioners is authorized to sign all agreements necessary to effectuate this agreement.

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ESTABLISH A RETIREMENT PLAN ADVISORY COMMITTEE FOR MANAGEMENT OF THE LIVINGSTON COUNTY §401(A) DEFINED CONTRIBUTION AND §457 DEFERRED COMPENSATION PLANS

WHEREAS, Livingston County (the “Employer”), pursuant to its authority to adopt employee retirement benefit programs, is moving to ensure the plans that make up the §401(a) Defined Contribution and §457 Deferred Compensation plans (the “Plans”) are compliant with respect to state and federal regulations and that their operation is open and available to those employees participating in the two plans; and

WHEREAS, the County’s investment policy statement for the §401(a) Defined Contribution and §457 Deferred Compensation plans will set forth goals and objectives of the Plans and establish the process and procedures for operation of the Plans; and

WHEREAS, as the plan sponsor, only the County can make plan level changes and an investment policy allows the County to manage its fiduciary responsibility; and

WHEREAS, the investment policy provides transparency to how the Plans are operated; and

WHEREAS, the County wishes to ensure the Plans’ benefits are competitive with respect to cost, investment offerings, plan services, and participant services.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. There is hereby established a Retirement Plan Advisory Committee, which Committee shall be comprised of the Livingston County Board of Commissioners Finance Committee Chair, County Administrator, Finance Officer, Treasurer, Human Resources/Labor Relations Director and no more than two employees at large who are participating in the §401(a) or §457 Plans and have worked for the County for at least three (3) years, such employees to be appointed by the Livingston County Board of Commissioners. The Committee shall be chaired by the Finance Officer, and shall meet at least annually.

Section 2. The role of the Committee is to review all aspects of the Plans including, but not limited to costs, services, investment options, and employee education and participant input, and to make recommendations to the Livingston County Board of Commissioners

for approval of such amendments to the Investment Policy for the §401(a) and §457 plans.

Section 3. The Committee shall be authorized to retain an independent registered investment advisor to assist in the fulfillment of its responsibilities, including the development of an Investment Policy for the §401(a) and §457 Plans, which shall not be acted upon until approved by the Livingston County Board of Commissioners.

Section 4. This ordinance shall be in full force and effect as of passage and approval.

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MOVED:

SECONDED:

CARRIED: