

PERSONNEL COMMITTEE

1/16/2013

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: December 11, 2012
 - 5. REPORTS**
2012 Personnel Committee Year In Review
 - 6. RESOLUTIONS FOR CONSIDERATION**
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- 7. Human Resources**
RESOLUTION AUTHORIZING THE SIGNING OF A BUSINESS
ASSOCIATE AGREEMENT BETWEEN LIVINGSTON COUNTY AND
CONCENTRA HEALTH SERVICES, INC. IN COMPLIANCE WITH HIPAA
AS AMENDED BY THE HITECH ACT
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- 8. CLOSED SESSION**
Labor Negotiations with EMS
 - 9. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

DECEMBER 11, 2012 – 8:00 AM

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

PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN COMM. JONES COMM. GRIFFITH

OTHERS: DAVID READER, JOHN EVANS, MARYELLEN NYGREN, MELISSA SCHARRER

BELINDA PETERS, JENNIFER PALMBOS, BOB SMITH, TERRY LEE

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 8:02 am.
2. **APPROVAL OF AGENDA:**

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

3. **CALL TO THE PUBLIC:** None.
4. **APPROVAL OF MEETING MINUTES:**

MOTION TO APPROVE THE FOLLOWING MEETING MINUTES: MINUTES OF NOVEMBER 21, 2012
MOVED BY: GRIFFITH / SECONDED BY: JONES
ALL IN FAVOR - MOTION PASSED

5. **HUMAN RESOURCES:** Resolution To Approve The Reclassifications Of The Circuit Court Administrative Coordinator Position From Gr. L to Gr. I and the District Court Administrator Position From Gr. O to Gr. P As Part Of The Court's Reorganization Structural Plan – 44th Circuit Court

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

6. ADJOURNMENT

**MOTIONED BY GRIFFITH / SECONDED BY JONES
TO ADJOURN AT 8:45 AM
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HUMAN RESOURCES COORDINATOR**



Memorandum

To: Personnel Committee
From: Jennifer Palmbo, Human Resources/Labor Relations Director
Date: January 16, 2013
Re: 2012 Personnel Committee Year in Review

Below please find a bullet pointed list of notable actions taken by the Personnel Committee in 2012.

- Settled collective bargaining agreements with the unions representing 911 Dispatchers and Court employees consistent with Board objectives for 5% employee contributions to MERS, 10% and 20% employee contributions to health and dental insurance benefits, 1.5% and 2.5% reduced wage scales for new hires.
- Reached two (2) Letters of Agreement with union representing 911 Dispatchers -first to retain and recruit quality dispatchers to stabilize the diminished workforce and second, to allow a new hire who was not eligible for FMLA to take personal leave for maternity leave in order to retain/maintain talented workforce.
- Approved two (2) Letters of Agreement with union representing Lieutenants - first to eliminate cleaning allowance and second, to avoid action by the union to enforce perceived "me too" violations due to the 911 Dispatch Letter of Agreement mentioned above.
- Reached Memorandum of Understanding with EMS union regarding Mobile Intensive Care Unit (MICU) pay, avoiding grievance.
- Adopted MERS alternative transfer provisions so employees promoted to another division are not forced into the 2nd tier benefits.
- Revised agreement related to MERS retiree health savings accounts allowing employees to put unused sick time into their retiree health savings accounts at year-end and at retirement.

- Adopted BCBSM agreements related to electronic data file transfer in preparation for ERP implementation, administrative services agreement lowering fees, and adopting a cost neutral compensation agreement for agent fees.
- Initiated health care claims audit agreement with Health Decisions Inc. as recommended by special counsel.
- Revised the Personnel Manual clarifying how/when we pay overtime, collaborating with departments with heavy afterhours work to meet their needs as well as remaining fiscally responsible.
- Adopted Pilot Wellness Program for non-union employees.
- Adopted Elected Official and Commissioner compensation resolutions.
- Approved ten (10) wage reclassifications of County positions.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SIGNING OF AN UPDATED BUSINESS ASSOCIATE AGREEMENT BETWEEN LIVINGSTON COUNTY AND CONCENTRA HEALTH SERVICES, INC. IN COMPLIANCE WITH HIPAA AS AMENDED BY THE HITECH ACT –

Human Resources / Finance / Full Board

WHEREAS, Livingston County contracts with Concentra Health Services, Inc. to provide pre-employment employee physicals, drug screening, and fitness for duty examinations; and

WHEREAS, a Business Associate Agreement is needed to comply with the federal Health Information Technology for Economic and Clinical Health (HITECH) Act which amends HIPAA; and

WHEREAS, Concentra Health Services, Inc. has provided Livingston County with an updated Business Associate Agreement reflecting the required provisions under the HITECH Act.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Board Chair to sign the updated Business Associate Agreement with Concentra Health Services, Inc., as well as any and all related documents upon review of civil counsel, to ensure compliance with HIPAA as amended by the HITECH Act.

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**MOVED:
SECONDED:
CARRIED:**