

BOARD OF COMMISSIONERS

"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."

2/6/2017

Public Safety Complex, 1911 Tooley Rd, Upper Level Auditoriums, Howell, MI 48843

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CORRESPONDENCE**
5. **CALL TO THE PUBLIC**
6. **APPROVAL OF MINUTES**
 - A. Minutes of Meeting Dated: January 17, 2017
 - B. Minutes of Meeting Dated: January 25, 2017
7. **TABLED ITEMS FROM PREVIOUS MEETINGS**
8. **APPROVAL OF AGENDA**
9. **REPORTS**
10. **APPROVAL OF CONSENT AGENDA ITEMS (Roll Call)**

Resolutions 2017-02-026 through 2017-02-028
11. **RESOLUTIONS FOR CONSIDERATION:**

Resolution 2017-02-029

2017-02-026 **Circuit Court**
CONSENT RESOLUTION AUTHORIZING CONTRACT AGREEMENT WITH LAW OFFICES OF DCPD, P.C TO PROVIDE COURT APPOINTED LEGAL SERVICES FOR 53RD DISTRICT COURT – Circuit Court / Finance / Board

2017-02-027 **Administration**
CONSENT RESOLUTION TO ACCEPT THE ESTABLISHMENT OF A COMMERCIAL REHABILITATION ACT DISTRICT BY THE CITY OF HOWELL – Administration / Finance / Board

2017-02-028 **Human Resources**
CONSENT RESOLUTION TO AMEND THE CLASSIFICATION/COMPENSATION ADMINISTRATIVE GUIDELINES - Human Resources / Personnel / Finance / Board

2017-02-029

Board of Commissioners

**RESOLUTION TO APPROVE APPOINTMENTS TO LIVINGSTON COUNTY
BOARDS AND COMMITTEES - Board of Commissioners**

- 12. CALL TO THE PUBLIC**
- 13. ADJOURNMENT**

NOTE: The Call to the Public appears twice on the Agenda:
once at the beginning and once at the end. Anyone wishing to address the Board may do so at these times.

LIVINGSTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING, January 17, 2017
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell MI 48843

The meeting was called to order by the Chairperson Kate Lawrence at 7:30 p.m.

All rose for the Pledge of Allegiance.

Roll call by the Clerk indicated the presence of a quorum as follows:

Present: Kate Lawrence (1), William Green (2), David Domas (3), Douglas Helzerman (4), Donald Parker (5), Robert Bezotte (6), Carol Griffith (7), Dennis Dolan (8), Gary Childs (9).

Absent: None.

Also present: Kevin Wilkinson (EMS), Ken Hinton (Administration), Rich Malewicz (IT), Matt Balong (Environmental Health), Sue Bostwick (Equalization), Cindy Catanach (Finance), Doug Britz (LETS), Greg Kellogg (LETS), Dawn Learst (Veterans Services), Robert Hanvey (Marion Township Supervisor), David Stoker (Counsel), Elizabeth Hundley (County Clerk), Cristina Schuster (Deputy Clerk).

Correspondence. None.

Call to the Public. Leo Hanifin of the Livingston County Transportation Coalition reported the Transportation Summit earlier today was well attended. He thanked the Board members that were able to attend. He requested the Board's support of Resolution 2017-01-024, Resolution of Intent To Apply For A State Service Development And New Technology (SDNT) Grant To Develop A Countywide Comprehensive Transportation Plan so the coalition can move forward serving the population of Livingston County. He provided a handout to the Board members.

Ody Norkin of the Michigan Flyer Bus Company, a division of Indian Trails, also spoke in support of the above mentioned resolution on tonight's agenda.

Ron Kardos of Oceola Township introduced himself to the Board members. He attended tonight to familiarize himself with the Board meetings.

Minutes. It was moved by Commissioner Dolan that the minutes of the regularly scheduled meetings of January 3, 2017, and January 11, 2017, be approved as printed. Seconded by Commissioner Griffith. 9 yes; 0 no; 0 absent. MOTION CARRIED.

Tabled Items. None.

Agenda. It was moved by Commissioner Griffith to approve the agenda as printed. Seconded by Commissioner Childs. 9 yes; 0 no; 0 absent. MOTION CARRIED.

Reports. Commissioner Dolan updated the Board on his meeting at the Dental Clinic today. The clinic is on schedule for its opening on January 30, 2017.

Commissioner Domas thanked Ron Kardos for attending tonight's meeting. He advised Mr. Kardos to contact the Board office for updates on the possible meeting with Enbridge.

Commissioner Domas reported on the meeting he attended in Iosco Township regarding medical marijuana ordinances. He spoke at the meeting as an individual, not representing the Board, making people aware of the disadvantages.

Commissioner Helzerman also reported to the Board of his attendance at the Iosco Township meeting. He also spoke at the meeting as an individual, not representing the Board, and gave the Board a general overview of his presentation to the township.

Consent Agenda. It was moved by Commissioner Green to approve the resolutions on the consent agenda. Seconded by Commissioner Dolan. Roll call vote: Yes: Green, Domas, Helzerman, Parker, Bezotte, Griffith, Dolan, Childs, Lawrence. No: None. Absent: None. 9 yes; 0 no; 0 absent. MOTION CARRIED.

Resolutions passed with the consent agenda:

Resolution No. 2017-01-005, Resolution Authorizing The 44th Circuit Court To Apply For The Department Of Justice Office Of Violence Against Women Justice For Families Grant For Supervised Visitation And Safe Exchange For FY 2017-Circuit Court;

Resolution No. 2017-01-006, Resolution Amending Resolution 2016-12-215 Authorizing A Contractual Agreement With Lee C. Gough & Associates, PC, To Provide Attorney Services For The Adult Drug Treatment Court-Circuit Court;

Resolution No. 2017-01-007, Resolution Amending Resolution 2016-12-216 Authorizing A Contractual Agreement With Mr. Rolland Sizemore To Provide Attorney Services For The Juvenile Drug Treatment Court-Circuit Court;

Resolution No. 2017-01-008, Resolution Authorizing An Agreement With Seeyle Group, LTD. To Provide Installation Services For Floor Covering And Supplies-Facility Services;

Resolution No. 2017-01-009, Resolution Authorizing An Addition To Programs And Funding To The Comprehensive Health Services Contract-Public Health;

Resolution No. 2017-01-010, Resolution Authorizing Capital Expenditure For The Purchase Of 4 Type III Medix Ambulances For The EMS Department-EMS;

Resolution No. 2017-01-011, Resolution Renewing a 3 Year Contract Of Commercial Appraisals Between Livingston County Board Of Commissioners And Landmark Appraisal Company-Equalization;

Resolution No. 2017-01-012, Resolution Requesting The Reorganization Of The Equalization Department-Equalization;

Resolution No. 2017-01-013, Resolution Authorizing Capital Expenditure And Issuance Of Purchase Orders For The Purchase Of Replacement Vehicles Approved In The Fiscal Year 2017 Budget-Car Pool;

Resolution No. 2017-01-014, Resolution To Authorize Capital Expenditure And Issuance Of A Purchase Order For The Purchase Of One (1) New Vehicle Approved In The Fiscal Year 2017 Budget For Central Dispatch And A Motor Pool Budget Amendment-Car Pool;

Resolution No. 2017-01-015, Resolution Of Intent To Apply For Financial Assistance For State Fiscal Year 2018 Under Act No. 51 Of The Public Acts Of 1951, As Amended-LETS;

Resolution No. 2017-01-016, Resolution Of Intent To Apply For Financial Assistance For State Fiscal Year 2018 For Transportation To Work Grant-LETS;

Resolution No. 2017-01-017, Resolution Of Intent To Apply For Federal Transit Administration Fiscal Year 2018 Congestion Mitigation And Air Quality (CMAQ) Grant-LETS;

Resolution No. 2017-01-018, Resolution Authorizing Specialized Services Contract Between The Michigan Department Of Transportation And The County Of Livingston-L.E.T.S. For FY 2018-LETS;

Resolution No. 2017-01-019, Resolution Authorizing The Creation Of A New Septage Receiving Station Fund-Treasurer;

Resolution No. 2017-01-020, Resolution Authorizing An Advance From The Delinquent Tax Revolving Funds To Snyder-Sherwood Drainage District For The Purpose Of Financing Improvement Costs-Treasurer;

Resolution No. 2017-01-021, Resolution Authorizing An Advance From The Delinquent Tax Revolving Funds To Conway No. 23 Drainage District For The Purpose Of Financing Construction Of The Conway No. 23 Drain-Treasurer;

Resolution No. 2017-01-022, Resolution To Amend The Step Increases/Merit Step Increases Policy-Human Resources.

Resolutions for Consideration. Chairperson Lawrence presented Resolution No. 2017-01-023, Resolution To Approve Appointments To Livingston County Boards And Committees-Board of Commissioners and

Commissioner Parker moved for its adoption. Seconded by Commissioner Childs. 9 yes; 0 no; 0 absent. MOTION CARRIED.

Chairperson Lawrence then presented Resolution No. 2017-01-024, Resolution Of Intent To Apply For A State Service Development And New Technology (SDNT) Grant To Develop A Countywide Comprehensive Transportation Plan-LETS and Commissioner Childs moved for its adoption. Seconded by Commissioner Bezotte. Discussion followed. 7 yes; 2 no; 0 absent (No: Helzerman, Parker). MOTION CARRIED.

Call to the Public. John Wallbank of Genoa Township spoke about the value of medical marihuana usage. He also spoke in favor of the increased need for public transportation in Livingston County.

Leo Hanifin of the Livingston County Transportation Coalition thanked those on the Board who voted in favor of Resolution No. 2017-01-024 and stated he will work hard to make this study worthwhile for the county residents.

Adjournment. It was moved by Commissioner Griffith that the meeting be adjourned. Seconded by Commissioner Green. 9 yes; 0 no; 0 absent. MOTION CARRIED.

The meeting was adjourned at 8:19 p.m.

Elizabeth Hundley
Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING, January 25, 2017
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell MI 48843

The meeting was called to order by the Chairperson, Kate Lawrence, at 7:50 a.m.

All rose for the Pledge of Allegiance.

Roll call by the Deputy Clerk indicated the presence of a quorum as follows:

Present: Kate Lawrence (1), William Green (2), David Domas (3), Douglas Helzerman (4), Donald Parker (5), Robert Bezotte (6), Carol Griffith (7), Dennis Dolan (8), Gary Childs (9)
Absent: None.

Also present: Ken Hinton (Administration), Jennifer Palmbo (HR), Cindy Catanach (Finance), Mike Murphy (Sheriff), Jeff Warder (Undersheriff), Lt. Dan Adas (Sheriff Dept), Jennifer Nash (Treasurer), Elizabeth Hundley (Clerk), Ron Kardos (Oceola Township).

Call to the Public. No response

Agenda. It was moved by Commissioner Griffith to approve the agenda as printed. Seconded by Commissioner Childs. 9 yes; 0 no; 0 absent. MOTION CARRIED.

Claims. It was moved by Commissioner Green to accept the Finance Committee's recommendation for approval of claims dated January 25, 2017. Seconded by Commissioner Griffith. 9 yes; 0 no; 0 absent. MOTION CARRIED.

Payables. It was moved by Commissioner Griffith to accept the Finance Committee's recommendation for approval of payables from 1-12-17 through 1-25-17. Seconded by Commissioner Bezotte. 9 yes; 0 no; 0 absent. MOTION CARRIED.

Resolution for Consideration:

Chairperson Lawrence presented Resolution No. 2017-01-025, Resolution To Accept Modification Of The Terms Of The Intergovernmental Agreement Between Livingston County And United States Marshals Service To Provide Housing And Transportation Of Federal Prisoners-Sheriff, and Commissioner Domas moved for its adoption. Seconded by Commissioner Dolan. Discussion followed. 9 yes; 0 no; 0 absent. MOTION CARRIED.

Adjournment. It was moved by Commissioner Childs that the meeting be adjourned. Seconded by Commissioner Helzerman. 9 yes; 0 no; 0 absent. MOTION CARRIED.

The meeting was adjourned at 7:53 a.m.

Elizabeth Hundley
Livingston County Clerk

RESOLUTION

NO: 2017-02-026

LIVINGSTON COUNTY

DATE: February 6, 2017

RESOLUTION AUTHORIZING AN AGREEMENT WITH LAW OFFICES OF DCPD, P.C. TO PROVIDE COURT APPOINTED LEGAL SERVICES FOR 53RD DISTRICT COURT – CIRCUIT COURT / FINANCE / BOARD

WHEREAS, Livingston County has a need for court appointed legal services for misdemeanor defendants; and

WHEREAS, in accordance with the County's Purchasing Policy, a formal quoting process was performed and submitted quotes were evaluated; and

WHEREAS, Law Offices of DCPD, P.C. of Howell, Michigan, submitted a quote to provide court appointed legal services for the 53'd District Court at a rate of \$250.00 per case for the term of January 1, 2017 to December 31, 2017 with up to four (4) additional one-year renewal options for a total contract period not to exceed five (5) years; and

WHEREAS, funding for same is available through the 53'd District Court Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize entering into an Agreement with Law Offices of DCPD, P.C. for court appointed legal services for misdemeanor defendants at the rate of \$250.00 per case for the term of January 1, 2017 to December 31, 2017 with up to four (4) additional one-year renewal options for a total contract period not to exceed five (5) years.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

BE IT FURTHER RESOLVED that the Board Chairperson is authorized to sign one-year renewals for court appointed legal services for misdemeanor defendants as prepared by Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
44TH CIRCUIT COURT

Judicial Center, 204 S. Highlander Way
Phone 517-540-7637 Fax 517-546-3731

MEMORANDUM

To: Livingston County Board of Commissioners
From: Francine Zysk, District Court Administrator
Date: January 9, 2017
Re: RESOLUTION AUTHORIZING CONTRACT AGREEMENT WITH LAW OFFICES OF DCPD, P.C TO PROVIDE COURT APPOINTED LEGAL SERVICES FOR 53RD DISTRICT COURT – CIRCUIT COURT/FINANCE/FULL BOARD

We are requesting the Livingston County Board of Commissioners to approve a contract with Law offices of DCPS, P.C. to provide court appointed legal services for 53rd District Court.

Livingston County has a need for court appointed legal services for misdemeanor defendants in accordance with the County's Purchasing Policy, a formal quoting process was performed and submitted quotes were evaluated.

Law Offices of DCPD, P.C. of Howell, Michigan submitted a quote to provide court appointed legal services for the 53rd District Court at a rate of \$250 per case for the term of January 1, 2017 to December 31, 2017 with up to four (1) year options for a total contract period not to exceed 4 years. The funding is same for available for the 53rd District Court budget.

Thank you for your consideration in this matter.

Francine Zysk
District Court Administrator
ph: (517) 540-7639
fzysk@livgov.com

RESOLUTION

NO: 2017-02-027

LIVINGSTON COUNTY

DATE: February 6, 2017

RESOLUTION TO ACCEPT THE ESTABLISHMENT OF A COMMERCIAL REHABILITATION ACT DISTRICT BY THE CITY OF HOWELL – ADMINISTRATION / FINANCE / BOARD

WHEREAS, a Commercial Rehabilitation District may be established by a local unit of government to promote economic growth through the rehabilitation and revitalization of aging commercial buildings and vacant property in the area; and

WHEREAS, Public Act 210 of 2005, as amended, being MCL 207.841 *et seq.*, authorizes the establishment of a Commercial Rehabilitation District in a local governmental unit, in which owners of qualified commercial property may apply for and obtain an exemption from certain taxes, provided that such districts consist of one or more parcels or tracts of land that is a “qualified facility” at the time of the District’s establishment; and

WHEREAS, the City of Howell has determined that the rehabilitation of commercial properties along the South Michigan Avenue corridor would benefit from establishment of a Commercial Rehabilitation District: and

WHEREAS, at its meeting on January 9, 2017, the Howell City Council held a public hearing and thereafter voted to adopt a Resolution establishing the South Michigan Avenue Commercial Rehabilitation District, which included a list of parcels located within the District; and

WHEREAS, as part of the approval process, the City is required to provide written notice and a copy of its Resolution by certified mail to the County in which the proposed District is to be located; the City of Howell sent a letter by certified mail dated January 11, 2017, with a copy of its Resolution, to the Livingston County Board Chair, which was received Tuesday, January 17, 2017; and

WHEREAS, within 28 days after receiving a copy of the Resolution, the County may reject the establishment of the District by Resolution of the County Board of Commissioners; and

WHEREAS, the County’s acceptance of the establishment of this Commercial Rehabilitation District will help to sustain the economic viability of the South Michigan Avenue corridor, promote economic growth, and maintain or increase the number of jobs available to residents of the area.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners accepts the establishment of the South Michigan Avenue Commercial Rehabilitation District and the parcels as described in the City of Howell’s Resolution No. 17-01.

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MOVED:

SECONDED:

CARRIED:



**HOWELL
MICHIGAN**

CITY OFFICES • 611 E. Grand River • Howell, MI 48843

(517) 546-3502 • (517) 546-3861

Fax: (517) 546-6030

January 11, 2017

Chairperson Kate Lawrence
Livingston County Board of Commissioners
304 East Grand River Avenue, Suite 201
Howell, MI 48843

RE: Commercial Rehabilitation Act District

Chairperson Lawrence,

In an effort to spur development in the City of Howell's South Michigan Avenue corridor, the City Council adopted the attached resolution establishing a Commercial Rehabilitation Act (CRA) district. The CRA district allows the City to abate taxes on improvements for a period of up to 10 years for qualifying projects. This will help further implement the City's vision for our southern gateway and the Form Based Code that was recently adopted for the area.

As part of the CRA enabling legislation, there is a 28-day review period for the County where you are asked to accept or reject the establishment of the district. It is important to note that new the CRA district is entirely within the City's existing Downtown Development Authority. This means that any new revenue from development in the district would already be captured by the DDA. The CRA simply allows the City to abate, rather than capture those taxes, spurring development. Therefore, there is no loss of revenue to the County and we hope the County will support the City's efforts to improve the South Michigan Avenue corridor.

I look forward to discussing this or any other matter with the Board of Commissioners as necessary. Please do not hesitate to contact us should you need additional information on this matter.

Sincerely,

Shea Charles
City Manager
City of Howell

RESOLUTION NO. 17-01
RESOLUTION TO ESTABLISH COMMERCIAL REHABILITATION DISTRICT

WHEREAS, the City of Howell desires to promote economic growth through the rehabilitation and revitalization of aging commercial buildings and vacant property, and to thereby maintain or increase the number of businesses and jobs available to residents of the area; and,

WHEREAS, the South Michigan Avenue corridor contains a substantial number of existing commercial buildings and vacant properties and is critical to the economic well-being of the City of Howell; and,

WHEREAS, many of the commercial buildings in the South Michigan Avenue corridor are aging and either are in need of rehabilitation at this time, or may be in need of rehabilitation in the near future; and,

WHEREAS, the rehabilitation and revitalization of these commercial properties will help to sustain the economic viability of the South Michigan Avenue corridor, promote economic growth, and maintain or increase the number of jobs available to residents of the area; and,

WHEREAS, Public Act 210 of 2005, as amended, known as the Commercial Rehabilitation Act (the "Act") authorizes the establishment of commercial rehabilitation districts in the City, in which owners of qualified commercial property may apply for and obtain an exemption from certain taxes, provided that such districts consist of one or more parcels or tracts of land that is a "qualified facility" at the time of the district's establishment; and,

WHEREAS, for the City's purposes, according to the Act, a qualified facility would include a building or group of contiguous buildings of commercial property that is 15 years old or older and vacant property which has been used for commercial purposes within the last 15 years; and,

WHEREAS, in accordance with the Act, the City Council of the City of Howell has provided notice of and held a hearing regarding the establishment of a commercial rehabilitation district in certain described areas of the South Michigan Avenue corridor and, at that hearing, provided an opportunity for all residents and taxpayers of the City of Howell and owners of real property within the proposed districts to appear and be heard on the subject; and,

WHEREAS, the City Council has considered this matter and desires to proceed with the establishment of the commercial rehabilitation districts in certain described areas of the South Michigan Avenue corridor as a tool to facilitate and incentivize the rehabilitation of commercial property in the South Michigan Avenue corridor and to promote the economic viability and growth of the area.

NOW, THEREFORE, BE IT RESOLVED, that, pursuant to the Commercial Rehabilitation Act, being Public Act 210 of 2005, as amended:

1. The City Council of the City of Howell finds and determines the commercial rehabilitation district described in paragraph 2, below, consists of parcels of land that is a building

or group of contiguous buildings of commercial property that is 15 years old or older and vacant land that has been used for commercial purposes within the last 15 years (i.e., is a “qualified facility”) at the present time and meets the requirements set forth in the Commercial Rehabilitation Act, being Public Act 210 of 2005, as amended.

2. The City Council of the City of Howell hereby establishes the South Michigan Avenue Commercial Rehabilitation District and the parcels included within this district are described below by address and parcel identification number:

4717-01-100-114	147 Morgan Dr
4717-01-101-010	Vacant S Michigan Av
4717-01-101-017	938 S Michigan Av
4717-02-200-012	1062 S Michigan Av
4717-02-200-013	1066 S Michigan Av
4717-02-202-001	1004 S Michigan Av
4717-02-202-002	1022 S Michigan Av
4717-02-200-011	251 Mason
4717-01-100-098	1175 S Michigan Av
4717-01-100-102	1195 S Michigan Av
4717-02-200-004	1196 S Michigan Av
4717-02-200-009	1140 S Michigan Av
4717-02-200-010	124 Holiday Lane
4717-01-100-121	1009 S Michigan Av
4717-01-101-009	Vacant S Michigan Av
4717-01-101-018	934 S Michigan Av
4717-01-102-044	1009 S Michigan Av
4717-01-102-045	Vacant Michigan Av
4717-02-200-014	Vacant S Michigan Av
4717-02-200-005	125 Holiday Lane

3. The City Clerk is hereby directed to send a copy of this Resolution to the Livingston County Board of Commissioners by certified mail.

Adopted by the Howell City Council January 9, 2017.


Nickolas Proctor, Mayor


Jane Cartwright, City Clerk

CERTIFICATION

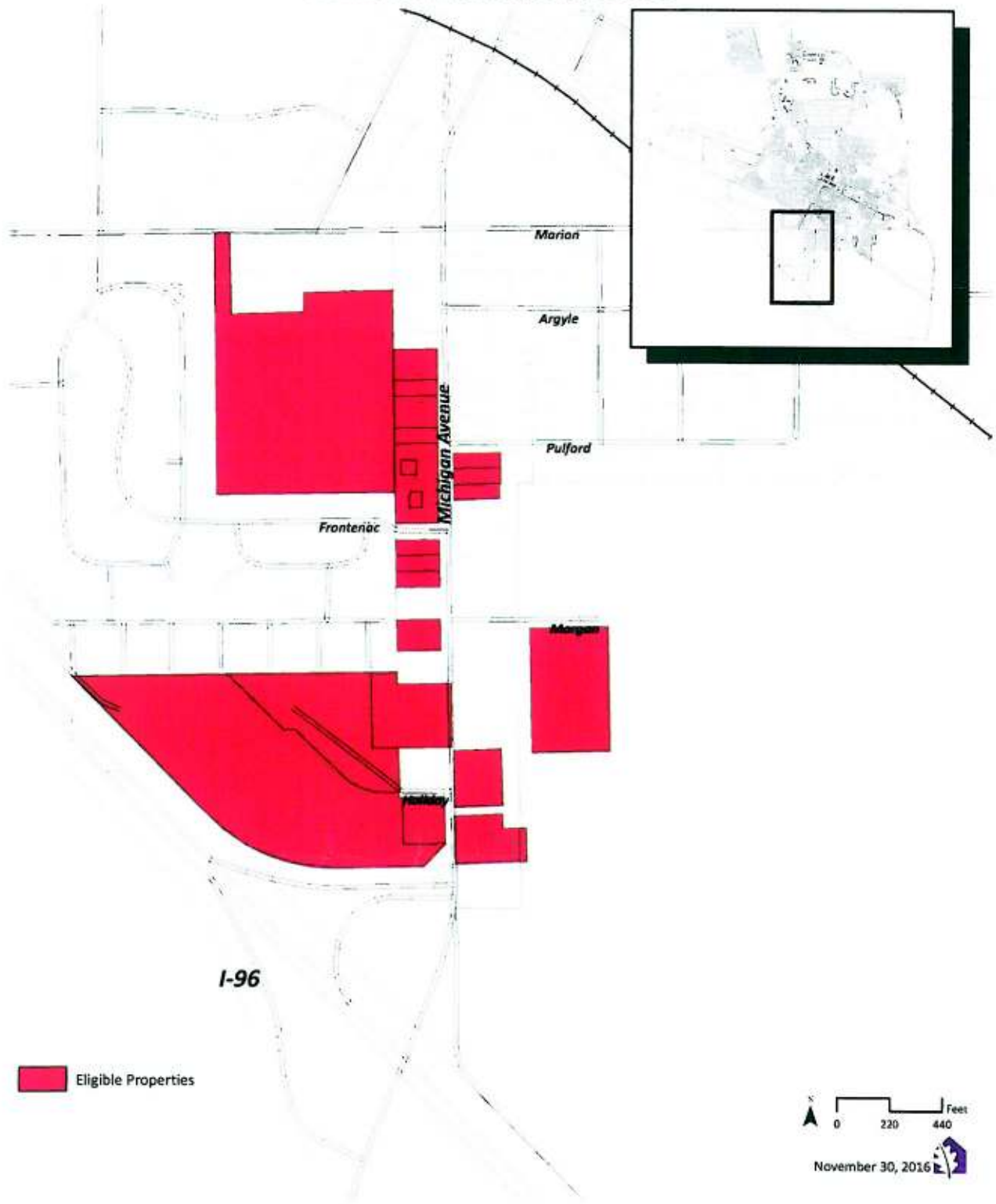
I hereby certify that the foregoing is a true and complete copy of Resolution No. 17-01, adopted by the City Council of the City of Howell, Livingston County, Michigan, at a regular meeting held on the 9th day of January, 2017 and that the meeting was held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 9th day of January, 2017.

A handwritten signature in blue ink, appearing to read "Jane Carsteth", written over a horizontal line.

BY: Howell City Clerk

City of Howell South Michigan Avenue Commercial Rehabilitation District



RESOLUTION

NO:

2017-02-028

LIVINGSTON COUNTY

DATE:

February 6, 2017

RESOLUTION TO AMEND THE CLASSIFICATION/COMPENSATION ADMINISTRATIVE GUIDELINES – HUMAN RESOURCES / PERSONNEL / FINANCE / BOARD

WHEREAS, the Classification / Compensation Guidelines establishes the Board policy to maintain the non-union job classification and compensation program; and

WHEREAS, department directors have requested review of the guidelines to ensure they meet the intended goal of maintain a competitive compensation program in order to attract, retain and motivate qualified employees; and

WHEREAS, this Resolution has been recommended for approval by the Personnel Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves this Resolution and adopts the revised Classification / Compensation Guidelines.

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MOVED:

SECONDED:

CARRIED:

LIVINGSTON COUNTY COMPENSATION/CLASSIFICATION GUIDELINES

RESOLUTION # _____

APPROVED: _____

A. POLICY

1. PURPOSE:

To establish guidelines for the ongoing maintenance of the job classification and compensation program.

2. POLICY STATEMENT:

The intent of the compensation philosophy is to maintain a competitive compensation program in order to attract, retain, and motivate qualified employees. To that end, the following principles will govern our compensation guidelines.

Eleven counties are used for comparative purposes. Included in the comparable group are: Allegan County, Berrien County, Ingham County, Jackson County, Kalamazoo County, Monroe County, Muskegon County, Ottawa County, Saginaw County, St. Clair County and Washtenaw County.

From time to time, the Director of Human Resources and Labor Relations may recommend that other market comparables should be used (other county governments, or private sectors employers) where information from the primary labor market is considered insufficient to attract and retain specific positions or classes.

Livingston County does not want to lead nor does Livingston County want to be average. Generally, our competitive position is based on the median maximum (50th percentile) plus approximately six percent (6%) being made available through two Merit Steps, Merit I, Step 8 and Merit II, Step 9.

A point factor job evaluation is used to determine internal equity. A Job Analysis Questionnaire will be completed to collect data regarding various county jobs. The following factors along with their weights are used:

Factor

1. Education and Relevant Experience
2. Judgment and Independence of Action
3. Internal and External Relations
4. Supervisory or Managerial Responsibility
5. Job Complexity
6. Responsibility for the Welfare and Rights of Others
7. Technology Use
8. Impact on Programs, Services and Operations
9. Document Concentration
10. Work Environment

Once points have been identified for all factors, total points are computed. After point totals have been determined for all jobs, the jobs will be grouped together into pay grades. The assignment of jobs to various pay grades is directly linked to the job evaluation plan and based on the factor ratings.

The salary schedule has been built providing for an adjustment between steps in an amount that is the equivalent to 3.75% between the first and second steps and five to ten percent (5% -10%) between grades.

3. APPLICABILITY:

Applies to all non-union Livingston County employees.

4. DEFINITIONS:

Job Evaluation – The systematic determination of the relative worth of jobs within the organization.

Point Factor Method – Breaking down jobs into various factors and placing weights, or points on them. Once points have been identified for all factors, the total points are computed which determines grade placement.

Anniversary Date – An employee's continuous service in his/her current position. Generally, the anniversary date is the same as the "date of hire." However, a promotion normally changes one's anniversary date. The anniversary date is the date used to determine when an employee becomes eligible for a step increase.

Reclassification – A change in the grade placement of a job as a result of a redefinition of the duties and/or qualification requirements of the position.

Red-Circled – Individual pay is above that of his/her salary range – that employee is considered to be "red circled."

Promotion - An individual is transferred or reassigned to a job in a higher pay grade than his or her existing pay grade which will result in an increase in the rate of pay to the individual being promoted.

Demotion – An individual is transferred or reassigned to a job in a lower pay grade than his or her existing pay grade. Depending upon the circumstances, a demotion may result in a decrease in the rate of pay of the individual.

5. REFERENCE AND LEGAL AUTHORITY:

6. SEE ALSO:

Policy: Merit Steps
Form: Job Analysis Questionnaire (JAQ)
Form: Personnel Action Form (PAR)

7. SUPERSEDES: No. 105-033

8. APPROVED BY:

Full Board 8/31/2015

9. RESOLUTION: No. 2015-08-184

10. REVIEW HISTORY:

Res No 305-127 3/21/05

1. PROCEDURE

Responsibility for Administration

The Director of Human Resources and Labor Relations is responsible for reviewing and providing recommendations with respect to job evaluation and pay grade assignments (e.g., new jobs, reclassifications, etc.) to the Personnel Committee (or other designated committee) of the Board of Commissioners. The Personnel Committee will have the final approval of all job evaluation and pay grade assignments. It is important that any recommendations concerning job evaluation be prepared by individuals with direct knowledge about (1) the specific content and requirements of the job(s) being evaluated, (2) the general content of other classifications within the County to permit a meaningful comparison, and (3) the impact job evaluation decisions may have on the internal equity of the established salary structure.

Adding New Jobs to the Compensation Structure

If a department wants to create a new position, it must first seek and receive approval by the Board Committee the department is assigned to. If the Committee grants approval, the Director of Human Resources and Labor Relations will be responsible for determining if a new classification needs to be established for the new position. The entire process will proceed as follows:

- A. The responsible Department Head/Elected Official shall initiate the process by completing the necessary paperwork to create a new position and submitting it to the Department's assigned Board Committee.
- B. The Committee shall be responsible for evaluating the request for a new position and determining whether approval is to be granted. The decision shall then be communicated to the responsible Department Head/Elected Official.
- C. Upon approval of the position, the responsible immediate supervisor will be asked to further explain or document in writing the position's job duties and responsibilities and minimum qualification requirements through the completion of a Job Analysis Questionnaire. The questionnaire and other job related documentation should be forwarded to the Director of Human Resources and Labor Relations.
- D. The Director of Human Resources and Labor Relations shall be responsible for reviewing the position information and developing a job description. The Director of Human Resources and Labor Relations shall also be responsible for evaluating the new position and recommending grade placement within the compensation structure to the Personnel Committee. Comparable salary information should also be collected when possible to assist in the determination of the pay grade placement of the position. The Personnel Committee will then have the final approval of the pay grade assignment.
- E. The responsible Department Head/Elected Official will be notified of the results.
- F. The new position shall be posted utilizing the County's job posting process.

Reclassification Procedures

A reclassification is a change in the grade placement as a result of a redefinition of the duties and/or qualification requirements of the position. If the duties/responsibilities and/or qualifications of an established position are permanently and significantly changed, the following action should be taken:

- A. The responsible Department Head/Elected Official shall initiate the process by submitting a request for a position reclassification to the Director of Human Resources and Labor Relations, documenting completely the reasons for the position reclassification request.
- B. The position incumbent and the incumbent's immediate supervisor may be asked to further explain or document in writing the position's job duties and responsibilities and minimum qualification requirements through the completion of a Job Analysis Questionnaire. The questionnaire and other job related documentation should be forwarded to the Director of Human Resources and Labor Relations.
- C. The Director of Human Resources and Labor Relations shall be responsible for evaluating the new position and recommending grade placement in the position within the compensation structure to the Personnel Committee. Comparable salary information should also be collected when possible to assist in the determination of the pay grade placement of the position. An upgraded job description will be prepared as warranted. The Personnel Committee will then have final approval of the pay grade placement of the position.
- D. The responsible Department Head/Elected Official will be notified of the results.
- E. Should an existing position be reclassified to a higher pay grade, the pay of the incumbent(s) whose current salary is less than the minimum of the new assigned salary range will be placed on the step closest to but not less than his/her current salary, which will result in at least a five percent (5%) pay increase.
- F. In instances when a job is reclassified to a lower pay grade because a re-evaluation indicated reduced duties, a pay reduction may or may not occur. The decision whether to reduce the pay of the incumbent(s) will be determined on a case-by-case basis by the Director of Human Resources and Labor Relations depending upon circumstances of the reclassification.

Determination of Starting Rates of Pay

The determination of the appropriate starting pay for a new hire should be accomplished through the cooperative efforts of the Director of Human Resources and Labor Relations and the appropriate immediate supervisor. In general, starting rates should be at the minimum of the assigned salary range. Starting pay which is higher than the minimum of the assigned salary range may be acceptable for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum employment requirements, a competitive market situation, a special and specific talent, and the like. The County Administrator and/or the Director of Human Resources and Labor Relations can approve a starting rate of pay up to the one year step. Granting a starting rate of pay above the one year step must be approved by the Personnel Committee.

Note: Care should be taken to avoid establishing the new employee's rate of pay in an amount that exceeds the salary of any existing staff member in the same job classification with comparable years of relevant work experience, education and training. Maintaining appropriate internal equity between a new employee and current job incumbents is critical to the integrity and functionality of the County's compensation system.

Movement within the Pay Structure

- A. Annual Pay Increases/Step Increases

Employees will generally receive a one-step pay increase on their anniversary date after each year of employment. In no instance should an increase to an employee's pay rate be such that the new pay rate exceeds the maximum of their assigned pay range.

Additionally, employees may receive an economic adjustment to their rate of pay each year equal to any adjustment made to the pay structure. This adjustment is granted to every employee whose current rate of pay is at or below the salary range maximum of their assigned pay grade.

Step increases indicated on the Livingston County Salary progression plan are not automatic. Department heads wishing to recommend employees for step increases will submit a County Personnel Action Request (PAR) form to Human Resources. Department heads/elected officials not wishing to recommend personnel for step increases will notify the affected employee prior to the employee's anniversary date.

B. "Red Circled" Employees

If the pay of an individual employee is above that of their assigned salary range, that employee is considered to be "red-circled." Because the maximum of the salary range represents the upper end of the relevant range for a particular pay grade, no adjustments should be made to the base salary of a red-circled employee until such time as the employee's salary falls within the assigned salary range.

Transfer or Reassignment of an Individual

A. Promotion

A promotion occurs when an individual is transferred or reassigned to a job in a higher pay grade than his or her existing pay grade. An increase in the rate of pay of the individual being promoted should be determined jointly by the respective immediate supervisor and the Director of Human Resources and Labor Relations and should take into consideration:

- The individual's qualifications to perform the new job and his or her relevant experience, and
- The rates of pay, qualifications, and experience levels of any other employees assigned to the same job classification, and
- The percentage differential between the existing and new pay grades.

The new rate of pay of the individual being promoted should be at least equal to the minimum of the new salary range and/or the closest step that would result in at least a five percent (5%) increase. **The County Administrator and/or the Director of Human Resources and Labor Relations can approve a starting rate of pay up to the one year step.** Special pay will be considered when setting the rate of pay for a promoted individual to the extent that the employee should not suffer a loss in pay by accepting the promotion if the special pay is to be discontinued. Promotional increases generally should be granted concurrently with the employee's assumption of his/her new job duties.

B. Demotion

A demotion occurs when an individual is transferred or reassigned to a job in a lower pay grade than his or her existing pay grade. A demotion can be initiated for a variety of reasons (e.g., poor performance, employee preference). Depending upon the circumstances, demotions and the impact on pay include:

WHO INITIATES	REASON	IMPACT ON PAY
Individual Employee	Voluntary	Adjusted to reflect: <ul style="list-style-type: none"> • The individual qualifications to perform the new job and his or her relevant experience, and • The rates of pay, qualifications, and experience levels of any other employees assigned to the same job classification, and • The percentage differential between the existing and new pay grade. New rate must be at or below maximum of the new pay grade.
Supervisor or Department Head	Performance Related	Adjusted to reflect: <ul style="list-style-type: none"> • The individual's qualifications to perform the new job and his or her relevant experience, and • The rates of pay, qualifications, and experience levels of any other employees assigned to the same job classification, and • The percentage differential between the existing and new pay grades. The new rate must be at or below maximum of the new pay grade.
Department Manager	Business-related <ul style="list-style-type: none"> • Reduction in Force • Reorganization • Position Requirements Modified 	No adjustment to current rate of pay. If the current rate of pay exceeds the maximum of the new pay range, the individual will be considered "red-circled."

C. Lateral Transfer

A lateral transfer occurs when an individual is transferred or reassigned to a position in the same pay grade as his or her existing job. Generally, no adjustment in the rate of pay should occur.

Annual Pay Structure Analysis

In response to market trends, the salary structure should be reviewed and updated annually, as appropriate. Based upon a market analysis and financial considerations of the County, a percentage

factor should be determined and applied to the salary ranges to update the compensation structure. All ranges should be adjusted consistently by a percentage rate as opposed to a flat dollar amount to assure the integrity of the characteristics of the structure (e.g., range widths, pay grade differentials).

Guidelines for Appealing Compensation Classification

If an individual or their supervisors feel that the placement of a job within the classification (grade) structure is incorrect, an appeal can be made to the Human Resources Department to reevaluate the position. Appeals require the following:

1. The employee and/or the supervisor shall review the existing JAQ and make any changes that are deemed appropriate. Supervisors will approve any changes.
2. The appeal will be forwarded to Human Resources with the revised JAQ, including a cover letter outlining the reason for the appeal and any additional documentation.
3. Human Resources will review the new JAQ and any supporting material.
4. Upon completion of the review, Human Resources will present a recommendation to the Personnel Committee.
5. The Personnel Committee may accept, refuse or modify the recommendation from Human Resources. This Committee's decision will be final.
6. Further appeals require a six-month waiting period and evidence of significant job function changes.

LIVINGSTON COUNTY COMPENSATION/CLASSIFICATION GUIDELINES

RESOLUTION # _____

APPROVED: _____

A. POLICY

1. PURPOSE:

To establish guidelines for the ongoing maintenance of the job classification and compensation program.

2. POLICY STATEMENT:

The intent of the compensation philosophy is to maintain a competitive compensation program in order to attract, retain, and motivate qualified employees. To that end, the following principles will govern our compensation guidelines.

Eleven counties are used for comparative purposes. Included in the comparable group are: Allegan County, Berrien County, Ingham County, Jackson County, Kalamazoo County, Monroe County, Muskegon County, Ottawa County, Saginaw County, St. Clair County and Washtenaw County.

From time to time, the Director of Human Resources and Labor Relations may recommend that other market comparables should be used (other county governments, or private sectors employers) where information from the primary labor market is considered insufficient to attract and retain specific positions or classes.

Livingston County does not want to lead nor does Livingston County want to be average. Generally, our competitive position is based on the median maximum (50th percentile) plus approximately six percent (6%) being made available through two Merit Steps, Merit I, Step 8 and Merit II, Step 9.

A point factor job evaluation is used to determine internal equity. A Job Analysis Questionnaire will be completed to collect data regarding various county jobs. The following factors along with their weights are used:

Factor

1. Education and Relevant Experience
2. Judgment and Independence of Action
3. Internal and External Relations
4. Supervisory or Managerial Responsibility
5. Job Complexity
6. Responsibility for the Welfare and Rights of Others
7. Technology Use
8. Impact on Programs, Services and Operations
9. Document Concentration
10. Work Environment

Once points have been identified for all factors, total points are computed. After point totals have been determined for all jobs, the jobs will be grouped together into pay grades. The assignment of jobs to various pay grades is directly linked to the job evaluation plan and based on the factor ratings.

The salary schedule has been built providing for ~~three percent (3.00%)~~ an adjustment between steps in an amount that is the equivalent to 3.75% between the first and second steps and five to ten percent (5% -10%) ~~nine percent (7.5% or 10%)~~ between grades.

3. APPLICABILITY:

Applies to all non-union Livingston County employees.

4. DEFINITIONS:

Job Evaluation – The systematic determination of the relative worth of jobs within the organization.

Point Factor Method – Breaking down jobs into various factors and placing weights, or points on them. Once points have been identified for all factors, the total points are computed which determines grade placement.

Anniversary Date – An employee's continuous service in his/her current position. Generally, the anniversary date is the same as the "date of hire." However, a promotion normally changes one's anniversary date. The anniversary date is the date used to determine when an employee becomes eligible for a step increase.

Reclassification – A change in the grade placement of a job as a result of a redefinition of the duties and/or qualification requirements of the position.

Red-Circled – Individual pay is above that of his/her salary range – that employee is considered to be "red circled."

Promotion - An individual is transferred or reassigned to a job in a higher pay grade than his or her existing pay grade which will result in an increase in the rate of pay to the individual being promoted.

Demotion – An individual is transferred or reassigned to a job in a lower pay grade than his or her existing pay grade. Depending upon the circumstances, a demotion may result in a decrease in the rate of pay of the individual.

5. REFERENCE AND LEGAL AUTHORITY:

6. SEE ALSO:

Policy: Merit Steps
Form: Job Analysis Questionnaire (JAQ)
Form: Personnel Action Form (PAR)

7. SUPERSEDES: No. 105-033

8. APPROVED BY:

Full Board 8/31/2015

9. RESOLUTION: No. 2015-08-184

10. REVIEW HISTORY:

Res No 305-127 3/21/05

1. PROCEDURE

Responsibility for Administration

The Director of Human Resources and Labor Relations is responsible for reviewing and providing recommendations with respect to job evaluation and pay grade assignments (e.g., new jobs, reclassifications, etc.) to the Personnel Committee (or other designated committee) of the Board of Commissioners. The Personnel Committee will have the final approval of all job evaluation and pay grade assignments. It is important that any recommendations concerning job evaluation be prepared by individuals with direct knowledge about (1) the specific content and requirements of the job(s) being evaluated, (2) the general content of other classifications within the County to permit a meaningful comparison, and (3) the impact job evaluation decisions may have on the internal equity of the established salary structure.

Adding New Jobs to the Compensation Structure

If a department wants to create a new position, it must first seek and receive approval by the Board Committee the department is assigned to. If the Committee grants approval, the Director of Human Resources and Labor Relations will be responsible for determining if a new classification needs to be established for the new position. The entire process will proceed as follows:

- A. The responsible Department Head/Elected Official shall initiate the process by completing the necessary paperwork to create a new position and submitting it to the Department's assigned Board Committee.
- B. The Committee shall be responsible for evaluating the request for a new position and determining whether approval is to be granted. The decision shall then be communicated to the responsible Department Head/Elected Official.
- C. Upon approval of the position, the responsible immediate supervisor will be asked to further explain or document in writing the position's job duties and responsibilities and minimum qualification requirements through the completion of a Job Analysis Questionnaire. The questionnaire and other job related documentation should be forwarded to the Director of Human Resources and Labor Relations.
- D. The Director of Human Resources and Labor Relations shall be responsible for reviewing the position information and developing a job description. The Director of Human Resources and Labor Relations shall also be responsible for evaluating the new position and recommending grade placement within the compensation structure to the Personnel Committee. Comparable salary information should also be collected when possible to assist in the determination of the pay grade placement of the position. The Personnel Committee will then have the final approval of the pay grade assignment.
- E. The responsible Department Head/Elected Official will be notified of the results.
- F. The new position shall be posted utilizing the County's job posting process.

Reclassification Procedures

A reclassification is a change in the grade placement as a result of a redefinition of the duties and/or qualification requirements of the position. If the duties/responsibilities and/or qualifications of an established position are permanently and significantly changed, the following action should be taken:

- A. The responsible Department Head/Elected Official shall initiate the process by submitting a request for a position reclassification to the Director of Human Resources and Labor Relations, documenting completely the reasons for the position reclassification request.
- B. The position incumbent and the incumbent's immediate supervisor may be asked to further explain or document in writing the position's job duties and responsibilities and minimum qualification requirements through the completion of a Job Analysis Questionnaire. The questionnaire and other job related documentation should be forwarded to the Director of Human Resources and Labor Relations.
- C. The Director of Human Resources and Labor Relations shall be responsible for evaluating the new position and recommending grade placement in the position within the compensation structure to the Personnel Committee. Comparable salary information should also be collected when possible to assist in the determination of the pay grade placement of the position. An upgraded job description will be prepared as warranted. The Personnel Committee will then have final approval of the pay grade placement of the position.
- D. The responsible Department Head/Elected Official will be notified of the results.
- E. Should an existing position be reclassified to a higher pay grade, the pay of the incumbent(s) whose current salary is less than the minimum of the new assigned salary range will be placed on the step closest to but not less than his/her current salary, **which will result in at least a five percent (5%) pay increase.**
- F. In instances when a job is reclassified to a lower pay grade because a re-evaluation indicated reduced duties, a pay reduction may or may not occur. The decision whether to reduce the pay of the incumbent(s) will be determined on a case-by-case basis by the Director of Human Resources and Labor Relations depending upon circumstances of the reclassification.

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3. Human Resources will review the new JAQ and any supporting material.
4. Upon completion of the review, Human Resources will present a recommendation to the Personnel Committee.
5. The Personnel Committee may accept, refuse or modify the recommendation from Human Resources. This Committee's decision will be final.
6. Further appeals require a six-month waiting period and evidence of significant job function changes.

RESOLUTION

NO: 2017-02-029

LIVINGSTON COUNTY

DATE: February 6, 2017

RESOLUTION TO APPROVE APPOINTMENTS TO LIVINGSTON COUNTY BOARDS AND COMMITTEES - BOARD OF COMMISSIONERS

WHEREAS, the term of representative seats on the following Livingston County Boards and Committees have expired and/or been vacated; and

WHEREAS, the following appointments have been recommended:

AREA AGENCY ON AGING

Walter Ernst.....term expires 12/31/2018

LIVINGSTON LEADERSHIP COUNCIL ON AGING

Walter Ernst.....term expires 12/31/2018

Gary Childsterm expires 12/31/2018

Carol Griffith (Alternate).....term expires 12/31/2018

Dianne McCormickterm expires 12/31/2018

Christine Hoskins.....term expires 12/31/2018

Patrice Rentsch.....term expires 12/31/2018

Dan Curry.....term expires 12/31/2018

Karen Woods.....term expires 12/31/2018

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the appointments and expiration dates referenced above.

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**MOVED:
SECONDED:
CARRIED:**