

PERSONNEL COMMITTEE

3/18/2015

304 E. Grand River Ave, Conf. Rm. 4A, Howell, MI 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: February 18, 2015
 - Special Meeting Minutes Dated: March 2, 2015
 - Closed Special Session Meeting Minutes Dated: March 2, 2015
 - 5. DISCUSSION**
 - Strategic Planning - Fair & Equitable Committee Goals
 - Vacancy Review Policy/Hiring Freeze
 - Other Personnel Policy Discussion
 - 6. REPORTS**
 - Temporary Employee Review
-
- 7. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 18, 2015 – 8:00 AM

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

PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN COMM. GRIFFITH COMM. LAWRENCE COMM. GREEN

OTHERS: MELISSA SCHARRER, JENNIFER PALMBOS, BELINDA PETERS, TERRY LEE, CINDY CATANACH

1. **CALL TO ORDER:** Meeting called to order by: Comm. Van Houten at 8:00 am.

2. **APPROVAL OF AGENDA:**

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

3. **CALL TO THE PUBLIC:** None

4. **APPROVAL OF MEETING MINUTES** of Minutes of January 21, 2015:

MOTION TO APPROVE THE REGULAR MINUTES OF JANUARY 21, 2015
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR – MOTION PASSED

5. **REPORTS:** Belinda Peters mentioned that the Strategic Planning Committee met yesterday and will be bringing to the March 18th Personnel Committee, the goals along with a Gantt chart listing all of the items we hope to accomplish by year-end.

6. **HUMAN RESOURCES:** Resolution To Approve The Job Reclassification Of One Attorney Referee – FOC To Deputy Friend Of The Court

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

7. ADJOURNMENT

**MOTIONED BY GREEN / SECONDED BY GRIFFITH
TO ADJOURN AT 8:11 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HR COORDINATOR**

MEETING MINUTES

LIVINGSTON COUNTY

MARCH 2, 2015 – 8:00 AM

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

SPECIAL PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN COMM. GRIFFITH COMM. LAWRENCE COMM. GREEN

OTHERS: SANDY RICH, TODD SURLINE, JENNIFER PALMBOS, BELINDA PETERS, MARGARET DUNLEAVY,
SALLY REYNOLDS, BRIAN JONCKHEERE, CINDY CATANACH, COMM. DAVID DOMAS

1. **CALL TO ORDER:** Meeting called to order by: Comm. Van Houten at 8:15 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. **DISCUSSION:** Sandy Rich of Hiring Solutions reported a total pool of applicants 268. Reviewed advertising campaign which included their website, Pure Michigan Talent Connect, MAC, Michigan Municipal League, Michigan Government Finance Officers Association and networking. Sandy reviewed for the panel the original position profile and went through their screening process looking for the specifications that the commissioners requested. Review process after given direction today, telephone screen, fill out very detailed biographical document, on-site interview with Hiring Solutions, narrow down candidate pool to specified amount discussed for the final interview of the panel. Top tier has fourteen candidates, two of the candidates did not request confidentiality. Reviewed resume and credentials for Alan Grindstaff and Susan Kopinski.

5. **CLOSED SESSION –**

ROLL CALL TO GO INTO CLOSED SESSION AT: 9:00 AM
C. GRIFFITH – YES K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN - YES
MOTION PASSED

RETURN TO OPEN SESSION AT: 10:31 AM
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH

MOTION BY CAROL GRIFFITH AND SECONDED BY KATE LAWRENCE TO DIRECT HIRING SOLUTIONS TO PHONE SCREEN CANDIDATES #1, 2, 3, 5, 6, 7, 8, 10 AND 11 AND SELECT FOUR TO FIVE CANDIDATES TO INTERVIEW ON MARCH 26.

C. GRIFFITH – YES K. LAWRENCE – YES R.VANHOUTEN – YES B. GREEN - YES

6. ADJOURNMENT

**MOTIONED BY GRIFFITH / SECONDED BY LAWRENCE
TO ADJOURN AT 10:36 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**KELLI HAWORTH
ADMINISTRATIVE SPECIALIST**

Strategy: Fair & Equitable Employer							
Activities/ Considerations	Resources Needed (e.g. Cost, Equipment)	Timeline		Person/Entity Responsible & Involved	Measurable Outcome/ Evidence of Success		
		Start Date	GOAL End Date		Description	Present	Target
WAGES							
Non Union COLA Increase	% increase in taxable value		April/ May 2015	F & E E Committee Personnel Committee	Non Union COLA increase equal to the percentile increase in taxable value from '14 to '15 retro to Jan 2015 consistent with union groups	market	market
Employee Satisfaction Survey, including wages and benefits	Research surveys and bring back samples		Oct/Nov 2015	F & E E Committee	Survey Responses	n/a	75%
BENEFITS							
Benefits Agent Bid & Benefit Recommendations	RFP needed to seek new broker		May-July 2015	Brown & Brown or new broker	Annual Comprehensive Review of Benefits		
Wellness			ongoing		Wellness \$100 for HRA + \$500 Reimbursement	Continue 100% participation	
McGraw-Wentworth Survey	Obtain copy of survey results		July 2015	McGraw-Wentworth	Annual survey comparing national, regional, government benefits	Review market	
PA106 Bid & FSA	Broker to conduct PA 106 bid and FSA vendor		Summer 2015	Brown & Brown or new broker	Statutorily required bid of health benefits every 2 years	Continue 100% Compliance with statutory requirement	
PA 152	Monitor 2016 rates for whether opting out of PA 152 is needed		Fall 2015	HR/BOC	Statute setting max. public employer contribution for employee health insurance, i.e. flat cap or 80% of costs, or optout.	Continue 100% Compliance with statutory requirement	

Activities/Considerations	Resources Needed (e.g. Cost, Equipment)	Timeline		Person/Entity Responsible & Involved	Measurable Outcome/ Evidence of Success		
		Start Date	GOAL End Date		Description	Present	Target
LEADERSHIP TRAINING							
Just Culture	Paul LeSage, Trainer, Approval from Board		Summer 2015	EMS	Expand County-wide Management Training for Directors, Managers, and Supervisors, Leads, and future leaders.	Est. 60% trained	100% trained
Onboarding Revamp	Review Hiring Solutions, LLC recommendations	5/22/14	Spring 2015	HR	Redesign of our onboarding to improve retention, compliance, and align with best practices.	Increase retention of new hires	
In-person Management/Leadership Training & Working with Difficult Employees through Skillpath	Skillpath <\$300 per person		Dec 2015	HR	Deliver effective in-person leadership/management/supervisory training to lead staff, supervisors, and managers	Increase satisfaction of Leadership with level of knowledge	
Computer Based Training	Skillsoft (\$2,300 for 3 training courses for all staff and mgt. & Oakland County (\$30 per course)	Feb 2015	Dec 2015	HR	Computer based compliance training (sexual harassment, HIPAA-at onboarding and annual updates, OSHA, SS# privacy) and management/leadership skills	Increase participation in compliance / leadership training	
Munis Implementation & End User Training	Munis Modules	2014	Dec 2015	HR	Utilize ESS for Reimbursements, Ee address changes, W-4's, time entry for all departments, and Personnel Actions	Utilize Munis to increase efficiency and eliminate paper processes	

Activities/Considerations	Resources Needed (e.g. Cost, Equipment)	Timeline		Person/Entity Responsible & Involved	Measurable Outcome/ Evidence of Success		
		Start Date	GOAL End Date		Description	Present	Target
SUCCESSION PLANNING							
Succession Planning Policy	Have Admin Intern research sample policies & Department by Department Analysis of leadership bench strength	Jan 2015	May/ June 2015 for policy adoption Summer 2015 Dept. meetings	HR	Draft a Succession Planning Policy and get Board approval & Discuss with individual departments during budget process	Proactively address leadership turnover	

Completed Activities & Considerations	Resources Used	Start Date	End Date	Person/Entity Responsible & Involved			
Comprehensive Wage & Benefit Study	Bid process	2014	2/2/15	Committee	Comprehensive Wage Study Reviewing All Positions		
Abbreviated Labor Market Study	Sandy Rich, Compensation Consultant		9/16/13	Sandy Rich and HR	Mini Wage Study		
Wage Study	HR		9/16/13	HR	Wage Study of 12 County Comparables		
Review of our Current Classification/Compensation policy	Sandy Rich		9/16/13	Sandy Rich and HR	Review our current Class/Comp policy		
Wellness			ongoing		Wellness \$100 for Health Risk Assessment + \$500 Reimbursement		
2013 & 2014 Christmas and New Year Holiday Calendar			2013/2014	HR/Department Heads	This year and next we have orphan Mondays between weekends and holidays. Next year is Fridays.		
PA 106 bid			8/23/13	Brown & Brown	Statutorily Required Open Bid for medical and dental insurance		
Vacation Time for New Hires is Low	Current policy			Melissa Scharrer	New hires have complained that 12 days vacation is too few.		
Pay for Performance	Current policy			Mike Murphy	Allow department heads to approve raises that skip steps on the scale for top performers, especially		



					within the first few years.		
Initial compensation / pay within 1 st year	Policy Amended		Fall 2013	Margaret Dunleavy	Allow an employee to skip the 6 month step within first year of employment and be placed at step 1.		
Holiday Tiers for Part-timers	Policy Amended		Fall 2013	Ted Westmeier	Move to holiday pay tiers for part-timers instead of strict pro-rating.		
Annual raises for part-timers – notwithstanding hours worked	Policy Amended		Fall 2013	Dianne McCormick	Annual raises for part-timers whether they work 2080 hours in a year or not.		

RESOLUTION

NO: 2008-07-201

LIVINGSTON COUNTY

DATE: July 7, 2008

RESOLUTION AUTHORIZING IMPLEMENTATION OF ADJUSTMENTS TO THE 2008 LIVINGSTON COUNTY BUDGET - County Administration / Finance Committee

WHEREAS, the Finance Committee viewed a presentation of the five year projection of anticipated revenues and expenditures at their June 11th meeting; and

WHEREAS, these projections illustrated the negative effects of the declining property values; the reduction in interest earnings; the record foreclosures; the near absence of new construction against the increasing cost of providing services; and

WHEREAS, these projections concluded that absent immediate and long term modifications in the structure, priorities and cost of services, Livingston County would consume all current reserves within the next few years; and

WHEREAS, the Finance Committee determined that a number of adjustments to the County Budget beginning in 2008 were appropriate and necessary to buffer the reduction in future revenues; and

WHEREAS, additional expenditure reductions in 2009 and 2010 will also be necessary to preserve essential reserves and continue Livingston County’s financial capacity into the future.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby endorses the following modifications to the 2008 budget:

- Effective immediately, no position in a General Fund department which becomes vacant shall be replaced. In departments not funded by the General Fund, vacancies shall be posted internally with employees in General Fund departments given first consideration. The Board encourages the sharing of responsibilities within or between Departments. In addition supervisory positions may be filled internally as long as a vacancy ultimately falls off the payroll.
- It is recognized that Elected Officials and Department Directors are in the best position to determine reductions in spending. However in the absence of all Departments submitting a voluntary reductions amounting to at least 1.7% of their 2008 General Fund allocation by July 18, the Board of Commissioners directs that the 2008 General Fund allocation to every Department be reduced by 2% effective August 1, 2008.
- The allocation to the Capital Replacement Reserve shall be reduced by \$222,500.
- The Delinquent Property Tax Reserve will be capped at \$6 million. Earnings beyond this amount will be transferred to the General Fund as regular income.
- Consolidate County offices in order to reduce operating expenses.

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MOVED: Commissioner LaBelle

SECONDED: Commissioner VanHouten

CARRIED: 9-0-0

RESOLUTION

NO: 2014-06-172

LIVINGSTON COUNTY

DATE: June 2, 2014

RESOLUTION TO MODIFY THE VACANCY REVIEW POLICY

(Personnel – Finance – Full Board)

WHEREAS, Resolutions Nos. 2009-07-217, 2010-06-189, and 2012-01-019 established and amended the Vacancy Review policy to address filling position vacancies during the current hiring freeze and to ensure departments identify the need for the position before the position is approved for filling by the Board of Commissioners; and

WHEREAS, the policy currently requires general fund departments to seek approval through the Vacancy Review process to fill most vacant positions; and

WHEREAS, in some cases that means Department Heads and Elected Officials must make multiple requests to fill vacant positions within the same budget year to fulfill staffing needs; and

WHEREAS, the Strategic Planning - Competitive Compensation Committee has reviewed the Vacancy Review policy and recommends the Board Sub-Committees have final approval to fill vacant, budgeted positions and recommends shortening the Request for Exception to the Hiring Freeze form be shortened; and

WHEREAS, requests for new positions must continue to go through the full approval process through the Board of Commissioners and departments must fill out the budget form for new positions; and

WHEREAS, the Personnel Sub-Committee and Finance Committee has reviewed this matter and have recommended the revision of the Vacancy Review policy.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the revisions to the attached Vacancy Review policy and Request for Exception to the Hiring Freeze form.

BE IT FINALLY RESOLVED that this resolution shall take effect upon adoption and shall remain in effect until revised or rescinded by the Livingston Board of County Commissioners.

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MOVED: Commissioner Williams

SECONDED: Commissioner Childs

CARRIED: 8-0-1 absent

LIVINGSTON COUNTY HUMAN RESOURCES VACANCY REVIEW POLICY

RESOLUTION #2012-01-019

LIVINGSTON COUNTY, MICHIGAN

APPROVED: 1.17.2012

RESOLUTION #2010-06-189

APPROVED: 6.21.2010

RESOLUTION #2009-07-217

APPROVED: 7.06.2009

A. POLICY

1. **PURPOSE:** Livingston County instituted a number of cost reduction measures in light of the financial forecasts indicating the County would be unable to sustain current levels of services within available resources. One of those measures is a hiring freeze. The objective of the hiring freeze for general fund departments and departments that receive a significant subsidy from the general fund is to contribute to the reduction of the budget deficit and to begin to make long-term structural changes and improved efficiencies in Livingston County's work force.
2. **POLICY STATEMENT:** The Board of Commissioners instituted a hiring freeze on July 7, 2008, which resolved:
 - No position in a General Fund department which becomes vacant shall be replaced. In departments not funded by the General Fund, vacancies shall be posted internally with employees in General Fund departments given first consideration. The Board encourages the sharing of responsibilities within or between Departments. In addition supervisory positions may be filled internally as long as a vacancy ultimately falls off the payroll. The Board of Commissioners also endorses consolidation of County offices in order to reduce operating expenses.

In addition, on December 1, 2008 the Board reaffirmed their position on the hiring freeze by resolving:

- Any services funded by State/Federal grants which costs exceed grant funding and which services are not basic to the health, safety, and welfare of the residents of Livingston County and/or which are provided by others; shall be discontinued and the grant funding declined.
- The approved Authorization and Funded Employee List contained in the annual budget (as amended by authorization of the Board of Commissioners) shall limit the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorization and Funded Employee List.
- All vacancies that occur during this hiring freeze are hereby declared to be a position reduction on the Authorized and Funded Employee List for each such vacated position and funding shall be removed from the Courts, Elected Officials and Department Head budgets. Said vacated position shall not be filled, except by specific Board authorization.
- If the Board of Commissioners authorizes a vacant position to be filled, then all Judges, County Elected Officials and County Department Heads will hold that position vacancy that occurs during the 2009 fiscal year for the appropriate duration of time to properly compensate for vacation and/or sick payoffs to insure personnel expenditures don't exceed the 2009 authorized budget provided that the judges and elected officials can still perform their mandated functions at a serviceable level.

However, there may be a few instances in which the best interests of Livingston County are served by allowing a hire to take place. The attached Vacancy Review Guidelines explain the objective, criteria and procedures for granting exceptions to the hiring freeze.

Vacancy requests will be approved only when it is clear to the applicable Sub-Committee of the Board of Commissioners that:

- The work is essential to Livingston County;
- The Elected Official/Department Head has examined current work and staffing to identify and then implement changes that improve service, reduce costs and reduce the number of staff required to get the department's work done;
- Alternatives to getting the work done have been seriously explored including redesigning work, reassigning current staff, using additional technology or rethinking how work is performed, streamlining and any other staff-suggested means;
- Lower priority work has been eliminated, deferred, or handled some other way. In other words, with approval, can some of the department's current duties be discontinued?;
- There is no reasonable alternative to hiring.

Where there is no reasonable alternative to hiring, it is expected that another position will be surrendered. Step placement at hiring should be scrutinized to minimize overall personnel costs. Avoid incurring any costs that are not necessary. All County expenditures – not just personnel costs need to be examined to reduce costs to the greatest extent possible.

3. **APPLICABILITY:** Applies to all budgeted full-time and part-time positions that become vacant during the period of time that the hiring freeze is in effect. New positions must go through the applicable subcommittee with final approval vested in the Board of Commissioners. The hiring freeze applies to positions in a general fund department and to departments that receive a significant, greater than 50%, general fund subsidy. Every position will be reviewed on an individual basis.

The following are the exceptions whereby a department head may fill a vacancy without first obtaining the approval of the Board of Commissioners:

- Where the Board of Commissioners has previously approved the filling of a vacancy of the same job classification and hours within the same budget year and that position is again vacated

Departments are permitted to temporarily increase staffing levels due to increased workload, vacancies created by terminations or employee leaves of absence if sufficient funding is available within that department's budget. No approval is required to return the incumbent employee to the original position. If funding is not available within a department's budget sufficient to cover the expense of a temporary position, the department must receive approval from the Board of Commissioners through the vacancy review procedure prior to filling a temporary vacancy.

The hiring freeze will be in effect until further notice, and will not be lifted without an affirmative action taken by the Board of Commissioners.

4. **DEFINITIONS:**

5. **REFERENCE AND LEGAL AUTHORITY:**

BOARD RESOLUTION #604-193:.....Resolution Establishing a Position Review Process to Justify the Current Need for Vacant Positions under the General Hiring Freeze

BOARD RESOLUTION #2008-07-201:.....Resolution Authorizing Implementation of Adjustments to the 2008 Livingston County Budget

BOARD RESOLUTION #2008-12-352:Resolution Adopting the 2009 Livingston County Budget

BOARD RESOLUTION #2009-05-156:Resolution Authorizing Livingston County's Annual Budget Process and Calendar for 2010

6. SEE ALSO:

PERSONNEL POLICY: Workforce Reduction
 FORM: Livingston County 2004 General Hiring Freeze, Request to Fill
 FORM: Request for Exception to the Hiring Freeze

7. SUPERSEDES: #2009-07-217; and, #2010-06-189.

8. APPROVED BY:

PERSONNEL COMMITTEE: 12/21/2011
 FINANCE COMMITTEE: 01/11/2012
 BOARD OF COMMISSIONERS: 01/17/2012

9. RESOLUTION: #2012-01-019

10. REVIEW HISTORY:

B. PROCEDURE:

The requesting Elected Official/Department Head will complete the analysis required to Request an Exception to the Hiring Freeze. The appropriate Board Sub-Committee will review all requests for hiring within their jurisdiction. Only when the appropriate Board Sub-Committee is confident that the hire meets the criteria will the request receive further review from the Finance Committee and ultimate authorization will be provided by the Board of Commissioners prior to making a job offer.

The Board Sub-Committee may request clarification or additional information as deemed necessary.

Administration will adjust budgets to reflect the savings from vacant positions.

RESOLUTION #2012-01-019	APPROVED: 1.17.2012
RESOLUTION #2010-06-189	APPROVED: 6.21.2010
RESOLUTION #2009-07-217	APPROVED: 7.06.2009

[SEE REQUEST FOR EXEMPTION TO HIRING FREEZE ATTACHED HERETO]

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by:

Title of Position to be Filled:

Salary:

Position Control#:

Annual Cost of Budgeted Position (incl. fringe benefits):

Projected Cost for the next five years (incl. fringe benefits):

New Position/Classification (Yes/No):

If No: Name of Employee Last Occupying this Position

When did the position become vacant?

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget?

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description.

2. Budgeted department head count for the past five years:

Jan., 20__ : Jan., 20__ : Jan., 20__ : Jan., 20__ : Jan., 20__ :

3. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

4. Specifically list three reasonable options **or detriments to the department** if your request to replace a position is denied.

5. What budget saving measures has this department implemented? Have additional measures been identified? For example, use of temporary employees or part-time (less than 30 hours) employees Please provide explanation(s).

7. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

8. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s).

9. Are your actual revenues coming in at your projected budgeted revenue amounts?

RESOLUTION

NO: 2009-08-266

LIVINGSTON COUNTY

DATE: August 24, 2009

RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES, ELECTED OFFICIALS, AND JUDGES HEALTH PLAN, OTHER BENEFITS & WAGES FOR 2010 AND 2011 FISCAL YEARS (Personnel 8/10/09 - Finance 8/12/09 - Full Board 8/24/09)

WHEREAS, Livingston County's taxable values continue to decline, the County must be fiscally conservative to sustain long term financial capacity, while providing wages and benefits that are sustainable long term and are consistent with the objective of the Board of Commissioners plus the market; and

WHEREAS, to mitigate costs, the County is making the following changes:

- provide new base medical plan for non-union employees, elected officials and judges;
- implement cost sharing of health and dental insurance;

WHEREAS, an abbreviated salary study will be conducted to explore a two tier compensation schedule consistent with the current market.

WHEREAS, the Personnel Committee reviewed and discussed the wage and benefit modifications at their July 1, 2009 meeting, and further studied the recommendations at their July 15, and August 10, 2009 meetings;

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Human Resources Department to make the following modifications to the Non-Union Employees, Elected Officials, and Judges Health Plan and Other Benefits and Wages for 2010 and subsequent years:

1. Livingston County will implement a new base health plan. This new plan will provide for 80% coverage with an annual deductible of \$500/\$1,000 and annual co-insurance maximum of \$1,500/\$3,000. The plan will have a 3-Tier drug card of \$2/\$25/\$50 and a 2x mail order benefit.
2. The County will continue to offer the BCBS Community Blue PPO1 and PPO6 plans. Beginning in 2010, a \$5/\$25/\$50 drug card will be implemented on both plans. Employee contributions to this plan will continue to be evaluated on an annual basis. For the 2010 benefit year, employee contributions will be equivalent to 5% of the monthly premium for PPO1 and PPO6 plus additional buy up costs. In future years, employee contributions for the buy-ups will be equivalent to the actual costs of selecting PPO-1 and PPO-6.
3. Livingston County will provide health and dental benefits with an employee contribution structure to be implemented over two years:

All employees shall pay premium in 2010 and 2011 of the health care and dental coverage they select, as follows:

- a. 2010 - 5% .
- b. 2011 - 10%.

4. The Opt Out incentive will be \$1,800 per year.

5. The spousal medical surcharge will be \$10/Pay.
6. The health care flexible spending account maximum annual election will be increased to \$5,000.
7. Livingston County will partner with Blue Cross Blue Shield to implement Mental Health Parity as required by the law.
8. Effective in the first pay period in 2010, employees in the MERS Defined Benefit plan will be required to contribute 5% of their MERS recognized wages toward their pension benefit. In accordance with the actuarial evaluation, employees' contributions will be evaluated annually.
9. Consistent with Resolution #2009-07-222, effective August 1, 2009 all new pension eligible employees shall participate in the MERS Hybrid Plan. Pension-eligible Employees hired prior to this date will be offered a one-time, irrevocable opportunity to convert to the Hybrid Plan.
10. Pending tax base recovery, the following wage adjustments to the salary schedule will occur:
 - a. 2010 Wage Increase 0%
 - b. 2011 Wage Increase 0%
 - c. 2012 Wage Increase 2%
11. Livingston County will need to reduce the number of General Fund & General Fund subsidized employees and only fill vacant non-exempt positions with 20 hour employees with no benefits, unless waived by the Board of Commissioners for required or mandated positions. In departments not funded by the General Fund, vacancies shall be posted internally with employees in General Fund Departments given first consideration.

BE IT FURTHER RESOLVED that the interpretation and operation of the benefits outlined above are within the sole discretion of the Livingston County Board of Commissioners and the benefits outlined above may be added to, expanded, reduced, deleted, or otherwise modified by the County Board and such modifications shall be solely within the discretion of the Livingston County Board of Commissioners; and

BE IT FURTHER RESOLVED that all department budget appropriations will be reduced in the equivalent amount reflective of the modifications contained in this resolution; and

BE IT FINALLY RESOLVED that this resolution supersedes all previous resolutions which would apply to benefits plan for Non Union Employees, Elected Officials, and Judges.

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MOVED: Commissioner LaBelle
SECONDED: Commissioner VanHouten
CARRIED: 9-0-0