

# **PERSONNEL COMMITTEE**

**\*\*Start Time Immediately Following Finance Committee\*\***

4/20/2016

304 E Grand River, Conference Room 4A, Howell, Michigan 48843

8:30 AM

## **AGENDA**

- 1. CALL MEETING TO ORDER**
  - 2. APPROVAL OF AGENDA**
  - 3. CALL TO THE PUBLIC**
  - 4. APPROVAL OF MINUTES**
    - Meeting Minutes Dated: March 16, 2016
    - Closed Session Meeting Minutes Dated: March 16, 2016
  - 5. TABLED ITEMS FROM PREVIOUS MEETINGS**
  - 6. REPORTS**
  - 7. RESOLUTIONS FOR CONSIDERATION**
- 
- 08 Human Resources**  
RESOLUTION TO AMEND RESOLUTION 2016-03-055 PC APPROVING THE PAY GRADE FOR THE NEWLY CREATED VETERANS TREATMENT COURT COORDINATOR POSITION AT GRADE 4 OF THE COURT UNION SCALE
- 
- 9. CLOSED SESSION**
    - Labor Relations Bargaining Update
  - 10. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

MARCH 16, 2016 – 8:30 A.M.

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

## PERSONNEL SUBCOMMITTEE MEETING

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

JOHN EVANS, ELIZABETH HUNDLEY, LORI MARRAN, JEFF BOYD, THERESE CREMONTE, JENNIFER PALMBOS, KEN HINTON, CINDY CATANACH, KELLI HAWORTH

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 8:52 am.

2. **APPROVAL OF AGENDA:**

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

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

4. **APPROVAL OF MEETING MINUTES of February 17, 2016 and Closed Session Minutes of February 17, 2016:**

**MOTION TO APPROVE THE MINUTES OF FEBRUARY 17, 2016 AND**  
**CLOSED SESSION MINUTES OF FEBRUARY 17, 2016**  
**MOVED BY: GREEN / SECONDED BY: LAWRENCE**  
**COMMISSIONER GRIFFITH ABSTAINED FROM VOTING**  
**ALL IN FAVOR – MOTION PASSED**

5. **TABLED ITEMS FROM PREVIOUS MEETING:** Elected Officials Salary Discussion

**MOTION TO MOVE ITEM TO OPEN AGENDA**  
**MOVED BY: LAWRENCE / SECONDED BY: GREEN**  
**ALL IN FAVOR - MOTION PASSED**

6. **REPORTS:** None.

**7. RESOLUTIONS FOR CONSIDERATION:**

- 8. HUMAN RESOURCES: Resolution to Approve the Pay Grade for the Newly Created Veterans Treatment Court Coordinator Position at Grade 4**

**MOTION TO APPROVE THE ABOVE RESOLUTION  
MOVED BY LAWRENCE / SECONDED BY GRIFFITH  
ALL IN FAVOR – MOTION PASSED**

- 9. HUMAN RESOURCES: Resolution to Affirm the Reclassification Analysis for the Position of Account Clerk – Central Services (Courts)**

**MOTION TO APPROVE THE ABOVE RESOLUTION  
MOVED BY GRIFFITH / SECONDED BY GREEN  
ALL IN FAVOR – MOTION PASSED**

- 10. HUMAN RESOURCES: Resolution to Approve the Job Reclassification Of the Account Clerk, Juvenile Court, Grade IV to Administrative Court Specialist, Grade V**

**MOTION TO APPROVE THE ABOVE RESOLUTION  
MOVED BY GRIFFITH / SECONDED BY LAWRENCE  
ALL IN FAVOR – MOTION PASSED**

- 11. HUMAN RESOURCES: Resolution to Affirm the Reclassification Analysis for the Position of Youth Assistance/Diversion Coordinator**

**MOTION TO APPROVE THE ABOVE RESOLUTION  
MOVED BY GRIFFITH / SECONDED BY LAWRENCE  
ALL IN FAVOR – MOTION PASSED**

- 12. HUMAN RESOURCES: Resolution To Approve The Job Reclassification of a Friend Of Court Secretary, Grade V, to Friend of the Court Referee Coordinator, Grade VI**

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

**13. HUMAN RESOURCES: Resolution to Approve the Pay Grade For the Newly Created Emergency Management Regional Planner Position At Grade 8**

**MOTION TO APPROVE THE ABOVE RESOLUTION  
MOVED BY GRIFFITH / SECONDED BY GREEN  
ALL IN FAVOR – MOTION PASSED**

**14. HUMAN RESOURCES: Resolution to Approve the Job Reclassification of the Accounting Assistant, Finance, Grade 4 to Grade 5**

**MOTION TO APPROVE THE ABOVE RESOLUTION  
MOVED BY GREEN / SECONDED BY GRIFFITH  
ALL IN FAVOR – MOTION PASSED**

**15. DISCUSSION: ELECTED OFFICIALS SALARY DISCUSSION**

- **JENNIFER PALMBOS INTRODUCED A PROPOSED RESOLUTION TO SET THE PAY FOR 2017. THE RESOLUTION IS BASED ON THE PREVIOUS RESOLUTION CREATED IN 2012. THE NEW PROPOSAL INTEGRATES THE TWO TIER STRUCTURE INTO ONE TIER AND INCLUDES A 1% INCREASE FOR ELECTED OFFICIALS AND COMMISSIONERS. JENNIFER PASSED OUT RESULTS FROM TWO COMPARABLE COUNTIES WAGE STUDIES, ALONG WITH THE MUNICIPAL CONSULTING SERVICES STUDY DONE FOR LIVINGSTON COUNTY IMPLEMENTED IN 2015. THE RESOLUTION LEAVES OPEN THE POSSIBILITY OF AN INCREASE DURING THEIR TERM IF THE BOARD CHOOSES TO GRANT A COST OF LIVING INCREASE FOR THE EMPLOYEES.**

**MOTION TO RECOMMEND THE PROPOSED RESOLUTION FOR SETTING COMPENSATION FOR LIVINGSTON COUNTY ELECTED OFFICIALS AND COUNTY COMMISSIONERS FOR YEAR 2017 WITHOUT THE INCREASE FOR THE COUNTY COMMISSIONERS  
MOVED BY LAWRENCE / SECONDED BY GRIFFITH  
ALL IN FAVOR – MOTION PASSED**

**16. CLOSED SESSION:**

**ROLL CALL TO GO INTO CLOSED SESSION AT: 9:45 AM  
C. GRIFFITH – YES K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN - YES  
MOTION PASSED**

**RETURN TO OPEN SESSION AT: 9:54 AM  
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH**

**17. ADJOURNMENT**

**MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH  
TO ADJOURN AT 9:54 AM  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**KELLI HAWORTH  
ADMINISTRATIVE ASSISTANT**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO AMENDING RESOLUTION 2016-03-055 PC APPROVING THE PAY GRADE FOR THE NEWLY CREATED VETERANS TREATMENT COURT COORDINATOR POSITION AT GRADE 4 OF THE COURT UNION SCALE**

**WHEREAS,** the Livingston County District Court is in need of a dedicated full-time Veterans’ Treatment Court Coordinator; and

**WHEREAS,** this new position will assist the Veterans’ Treatment Court Judge in the coordination of the Veterans’ Treatment Court operations from a clerical and administrative perspective; and

**WHEREAS,** this position was originally submitted as a non-union position and thus evaluated by Municipal Consulting Services who recommended this position be classified as a non-union Grade 4; and

**WHEREAS,** after consultation with the union representing the Court bargaining unit and civil counsel, this position is now being considered more appropriately as a Court bargaining unit position and thus evaluated by Rahmberg Stover and Associates who is recommending this position be classified as a Court union Grade 4; and

**WHEREAS,** the Courts are requesting a General Fund budget appropriation to cover the costs of this position.

**THEREFORE BE IT RESOLVED** that the Personnel Subcommittee hereby amends Resolution #2016-03-055 PC and hereby approves the pay grade for the newly created Veterans Treatment Court Coordinator position at Grade 4 of the Court bargaining unit scale, effective with the approval of this resolution and after written concurrence from the Michigan Association of Municipal Employees, the union representing employees in the Court bargaining unit.

***NOTE: This job analysis only needs Personnel Subcommittee Approval and does not need to move forward to any other committees. However, the resolution to create the new position of Veterans Treatment Court Coordinator requires Board approval under separate resolution.***

# # #

**MOVED:  
SECONDED:  
CARRIED:**

Position: Veterans' Treatment Court Coordinator  
 Evaluated: 3/30/16

Educ/Exp		Judgment		Commun.		Supv/Mgmt		Complexity		Resp for Others		Impact		Environment		Total	Grade
Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Level	Points	Points	
3d	375	3a	270	2ab	210	1a	0	2c	350	2a	70	2b	300	1a	50	1625	IV



**To:** Jennifer Palmbos  
**From:** Karine Stover  
**Date:** March 30, 2016  
**Re:** Veterans' Treatment Court Coordinator

At your request, I have evaluated the new position of Veterans' Treatment Court Coordinator.

A job description served as a basis for position content and requirements, with supplemental information provided by a discussion with Francine Zysk.

The job description indicates that the minimum education for the position is a high school diploma with additional vocational or college-level education in office management or secretarial science. It does not specify the amount of additional coursework required. For the evaluation of the position, it was assumed that this corresponded to Level 3 in the Education factor, which reads, "The job requires knowledge normally acquired from specialized training such as that acquired in up to one year (approximately 30 hours or 45 credits) of college, technical, vocational, trade or business school."

As noted in previous evaluations, the point factor job evaluation process is a relative one, where jobs are rated relative to other jobs. In this case, other positions in the courts (e.g., Account Clerk, Division Leader) require only a high school diploma. In order to maintain internal equity, the education and work experience requirements should be reviewed centrally for consistency before job descriptions are finalized. Ms. Zysk was not able to fully explain the necessity of specialized training for this position as she had not authored the job description.

Based upon my understanding of the position, I evaluated the position and find total points to be 1625. This indicates placement of the position into Grade IV.

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



## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **VETERANS' TREATMENT COURT COORDINATOR**

**Supervised By:** Veterans' Treatment Court Judge

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

#### **Position Summary:**

Under the supervision of the Veterans' Treatment Court Judge, is responsible for coordination of the Veterans' Treatment Court (VTC) operations from a clerical and administrative perspective. Works closely with the Judge, Court administration, Probation Office, County correctional facility, law enforcement, Prosecutor's Office and Veterans Administration agencies such as the Ann Arbor VA Hospital and the Veterans Affairs Department in coordinating activities and inputs to assure efficient operation of the Court.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as administrative support liaison between the Judge and Circuit and District Probation Officers, VA, Veterans' Services, mentors, team members and others regarding potential new participants and present VTC participants. Assists with participant needs from a clerical and administrative perspective.
2. Prepares educational and community outreach presentations for the VTC Judge and Court personnel. Prepares and creates PowerPoint programs for the Judge to present to treatment agencies, legions, VFW halls, community organizations such as Rotary, local hospitals, and any other agencies that will foster necessary services and collaboration between the criminal justice system and their members.
3. Attends presentations with the Judge, provides materials, sets up technical presentations and coordinates the presentation with the agency asking for the presentation.
4. Serves as the Court's contact to the Livingston County Veterans' Treatment Foundation Prepares materials for their website to assure proper representation of the Court and its program.
5. Collects data, policy manuals, forms and other required information from the State Court

Administrative Office (SCAO), numerous other Veterans' Courts in Michigan, and veterans' service organizations as instructed, and on a regular and continuing basis.

6. Researches and collects pictures for social media; creates tri-folds, brochures, invitations and press releases for events involving the VTC.
7. Organizes, documents and maintains the records for evidence-based evaluation of the VTC's performance. This includes data entry for the State of Michigan program entailing time the veteran spends in the program, number of jail beds saved, treatment information for each participant, counseling and rehab appointments, court appearances, sanctions and incentives given, and on-going documentation and review of the work and case flow issues and governing local rules. Prepares detailed reports on participant progress and provides recommendations for treatment, program progression, or sanctions in his/her role as a team member.
8. Provides technical support in the administration of the VTC's program and consults with the VTC Judge on a wide range of administrative issues to assure operating efficiency and internal and external quality assurance.
9. Shows instructional, educational and productive videos or training sessions using electronic equipment in the courtroom that include presentations for participants, visitors, and mentors.
10. Researches VTCs across the state and country and gathers information for the purpose of keeping the team and Judge up-to-date on current events and initiatives. Assists in identifying local, state, federal and private funding sources and assists the program grant writer with the yearly application for state and federal grants.
11. Schedules and coordinates all travel arrangements for conferences and training for VTC Treatment Court staff.
12. Assists the VTC Foundation with fundraising events, including shopping for food, purchasing and making decorations, creating and sending invitations, assisting with food preparation, setup and clean up, sending thank you letters and tax receipts on behalf of the Foundation and other similar duties
13. Coordinates special breakfast meetings once a month for mentors, team members and participants prior to court review hearings. This includes purchasing food, setting up and cleaning up, scheduling guest speakers, researching community events and informing all present of these dates of beneficial community events. Plans and organizes events for the participants, mentors, team members and their families.
14. Records minutes for the VTC Treatment Team meetings and assists in training needs by researching training opportunities and coordinating attendance to those events. Pulls necessary materials together and coordinates and attends program meetings, team staffing and court hearings.

15. Researches quality of life classes for participants to assist them in re-establishing a productive life after they complete VTC. Contacts organizations for information on health care, and rehabilitation facilities in Michigan to help the participants. Serves as a member of the Veterans' Community Actions Team (VCAT) a group that has been organized by the Michigan Veterans' Association.
16. Coordinates with social services and educational and health agencies that provide potential resources for program participants.
17. Coordinates relationships between VTC programs, VTC team members, court employees, inter/intra-agency network communications, media, and public (federal and local) community/client-based outreach activities/events.
18. Reviews all testing notifications for participants and coordinate new mentors with human resources to assure the appropriate paperwork, background checks and procedures are followed for volunteering.
19. Maintains VTC program administrative files, and prepares and disseminates program correspondence, required reports, handbooks, manuals, brochures, and statistical information. Updates court files from court review hearings, including scheduling of dates, requirements or amendments to probation conditions. E-mails correspondence between team members, mentors, and participants. Researches, reviews, and coordinates information from other courts and SCAO to update the Court's administrative policies and procedures to assure best practices for the Court. Designs forms and data collection protocol and coordinates data collection and entry; summarizing data and producing reports.
20. Contacts and interviews (sometimes at the jail) potential candidates for VTC upon notification of arrest and provides program information. Reviews all incoming cases, conducts intake interviews and required form completion, enters required documentation into the State of Michigan data base and assists in determining eligibility for VTC participation based on stated criteria.
21. Serves as contact person for the court, answers telephone calls, and prepares written correspondences.
22. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma supplemented by additional vocational or college-level education in office management, secretarial science or a similar field and three years of experience in providing clerical and administrative support. An Associate's Degree is highly desirable.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles and application and administrative support techniques.
- Skill in effectively communicating assigned areas of responsibility orally and in writing.
- Strong skills in proofreading, performing arithmetic calculations, maintaining accounts and records and following and suggesting refinements to procedural systems.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the assigned department and new technologies.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate but the employee must also periodically travel to other sites including the jail. In this environment, the employee may be exposed to individuals and

situations that are not typical of a typical office environment.