

# **PERSONNEL COMMITTEE**

6/15/2016

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

8:00 AM

## **AGENDA**

- 1. CALL MEETING TO ORDER**
  - 2. APPROVAL OF AGENDA**
  - 3. CALL TO THE PUBLIC**
  - 4. APPROVAL OF MINUTES**
    - Meeting Minutes Dated: May 18, 2016
    - Closed Meeting Minutes Dated: May 18, 2016
  - 5. TABLED ITEMS FROM PREVIOUS MEETINGS**
  - 6. REPORTS**
    - Quarterly Status of Temporary Employees
  - 7. RESOLUTIONS FOR CONSIDERATION**
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- 08 Human Resources**  
RESOLUTION APPROVING PUBLIC HEALTH SANITARIAN SPECIAL  
PAY
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- 9. CLOSED SESSION**
    - Labor Relations Update
  - 10. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

MAY 18, 2016 – 8:30 A.M.

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

## PERSONNEL SUBCOMMITTEE MEETING

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

ELIZABETH HUNDLEY, MIKE MURPHY, BRIAN CHUFF, JENNIFER PALMBOS, KEN HINTON, CINDY CATANACH, TERRY LEE

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 8:46 am.
2. **APPROVAL OF AGENDA:**  

MOTION TO APPROVE THE AGENDA  
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE  
ALL IN FAVOR - MOTION PASSED
3. **CALL TO THE PUBLIC:** None.
4. **APPROVAL OF MEETING MINUTES of April 20, 2016 and Closed Session Minutes of April 20, 2016:**  

MOTION TO APPROVE THE MINUTES OF APRIL 20, 2016 AND  
CLOSED SESSION MINUTES OF APRIL 20, 2016  
MOVED BY: LAWRENCE / SECONDED BY: GREEN  
ALL IN FAVOR – MOTION PASSED
5. **TABLED ITEMS FROM PREVIOUS MEETING:** None.
6. **REPORTS:** None.
7. **RESOLUTIONS FOR CONSIDERATION:**
8. **HUMAN RESOURCES:** Resolution to Purchase MERS Generic Service Credit By Brian Chuff  

MOTION TO APPROVE THE ABOVE RESOLUTION AND  
MOVE FORWARD TO FINANCE COMMITTEE  
MOVED BY GREEN / SECONDED BY LAWRENCE  
ALL IN FAVOR – MOTION PASSED

**9. HUMAN RESOURCES: Resolution to Amend The Countywide Internship Program Policy**

**MOTION TO APPROVE THE ABOVE RESOLUTION AND  
MOVE FORWARD TO FINANCE COMMITTEE  
MOVED BY GREEN / SECONDED BY LAWRENCE  
ALL IN FAVOR – MOTION PASSED**

**10. CLOSED SESSION:**

**ROLL CALL TO GO INTO CLOSED SESSION AT: 8:55 AM  
K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN – YES  
C. GRIFFITH – YES  
MOTION PASSED**

**RETURN TO OPEN SESSION AT: 9:01 AM  
MOVED BY: LAWRENCE / SECONDED BY: GREEN**

**11. ADJOURNMENT**

**MOTIONED BY LAWRENCE / SECONDED BY GREEN  
TO ADJOURN AT 9:01 AM  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE  
HR COORDINATOR**

## Livingston County - Temporary, Paid Employees as of June 9, 2016

Dept.	Title	Status	Start Date
EMS	Paramedic	PT Temp	5/15/2009
EMS	EMT Basic	PT Temp	3/10/2011
EMS	EMT Basic	FT Temp	2/28/2011
EMS	EMT Basic	PT Temp	2/28/2011
EMS	Paramedic	PT Temp from FT	7/16/2011
EMS	Paramedic	PT Temp Rehire	4/1/2013
EMS	Paramedic	PT Temp from FT	8/30/2012
EMS	Paramedic	PT Temp from FT	10/10/2014
EMS	Paramedic	PT Temp from FT	4/23/2015
EMS	Paramedic	PT Temp from FT	7/22/2015
EMS	Paramedic	PT Temp from FT	1/4/2016
EMS	Paramedic	PT Temp from FT	2/2/2016
911 CD	Dispatcher II	Part-time dispatcher	11/13/2014
Health	PH Nurse II	Emerg.Prepare/MRSA <21 hrs.	9/2/2013
Health	Program Clerk III	Partial Grant Funded <21 hrs.	8/12/2013
Health	Education Specialist	Grant Ends 12/31/16	1/25/2016
Circ.Ct.	Summer Intern	Summer Intern only	5/23/2016
MichWorks	HighSchool co-op	High School Co-Op 15 hrs.	8/25/2015
LETS	Driver	Temp 25 hrs.	10/11/2013
LETS	Driver	Temp 0-40	4/4/2016
LETS	Driver	Temp 0-40	4/4/2016
BofC	Admin. Specialist	Temp - 40 hrs. to cover FMLA	6/3/2016

T.Lee

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION REAUTHORIZING PUBLIC HEALTH SANITARIAN WEEKEND FOOD INSPECTION PAY PRACTICE- PUBLIC HEALTH**

**WHEREAS,** Public Health Sanitarians occasionally perform weekend inspections of temporary food facilities for special events; and

**WHEREAS,** pursuant to Resolution #790-155 in 1990, the Board of Commissioners authorized the Public Health Department to commence a practice of paying one and a half times an individual's rate of pay for hours worked if the weekend food inspections caused Public Health Sanitarians to work over 40 hours in a week. By its terms, the authorizing resolution of the Board of Commissioners expired. However, the Public Health Department for over 25 years inadvertently maintained this practice; and

**WHEREAS,** this pay practice was only recently discovered during a recent Human Resources audit of FLSA exempt and non-exempt employees; and

**WHEREAS,** the additional expense for these payments averages about \$2,000 annually and such sums are within the budget approved by the Board of Commissioners; and

**WHEREAS,** Public Health Sanitarians are FLSA exempt and, as such, not required to be compensated for overtime hours; and

**WHEREAS,** civil counsel has opined that the additional compensation paid under these circumstances, while not required under law, does not jeopardize the FLSA exempt status of Public Health Sanitarians; and

**WHEREAS,** food safety inspections performed by Public Health Sanitarians at public events, which occur on weekends, are essential to ensure the public health is protected; and

**WHEREAS,** the Department requests the Board of Commissioners reauthorize the current and long standing practice of paying one and one half (1 1/2 ) times an individual's hourly rate equivalent for actual hours worked performing required weekend food inspections if these weekend inspections cause Public Health Sanitarians to work over 40 hours in a week; and

**WHEREAS,** this Resolution has been recommended for approval by the Personnel and Finance Committees.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves this Resolution to reauthorize the existing practice of paying one and one half (1

1/2 ) times an individual's hourly rate equivalent to Public Health Sanitarians for actual hours worked over forty (40) hours in a week performing required weekend food inspections.

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MOVED:

SECONDED:

CARRIED: