

# PERSONNEL COMMITTEE

6/21/2017

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: April 19, 2017  
Closed Meeting Minutes Dated: April 19, 2017
  5. **TABLED ITEMS FROM PREVIOUS MEETINGS**
  6. **REPORTS**  
Applicant Pool  
JD Palentine  
457 Plans Fiduciary Review
  7. **RESOLUTIONS FOR CONSIDERATION**
- 
- 08 **Human Resources**  
RESOLUTION AUTHORIZING THE SIGNING OF AN AMENDMENT TO SCHEDULE A TO ADMINISTRATIVE SERVICES CONTRACT REGARDING PRESCRIPTION DRUG ADMINISTRATOR FEES WITH BLUE CROSS BLUE SHIELD OF MICHIGAN
- 
- 09 **Human Resources**  
RESOLUTION AUTHORIZING LIVINGSTON COUNTY HUMAN RESOURCES TO PURCHASE PROMOTIONAL MATERIALS – HUMAN RESOURCES / PERSONNEL /FINANCE/ BOARD
- 
10. **DISCUSSION**  
Resignation Agreements
  11. **ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

APRIL 19, 2017 – 8:00 A.M.

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

## PERSONNEL SUBCOMMITTEE MEETING

COMM. GRIFFITH  COMM. LAWRENCE  COMM. GREEN  COMM. BEZOTTE

JENNIFER PALMBOS, CINDY CATANACH, KEN HINTON, KEVIN WILKINSON, ELAINE BROWN, MELISSA SCHARRER, JOHN EVANS, HON. DAVID READER, BRIAN JONCKHEERE

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

2. **APPROVAL OF AGENDA:**

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 March 15, 2017:**

MOTION TO APPROVE THE MINUTES OF MARCH 15, 2017

MOVED BY: GREEN / SECONDED BY: BEZOTTE

ALL IN FAVOR – MOTION PASSED

5. **TABLED ITEMS FROM PREVIOUS MEETING: None.**

6. **REPORTS:**

- Jennifer Palmbos updated the Committee on the mandatory computer based training that was rolled out to all employees last month. It was a six minute refresher training and we are at over 90% compliance.
- Jennifer Palmbos has begun a compliance audit of our I9 documents that every employee/new hire is required to fill out. The cost of errors on the I9 forms went from \$100 to \$1,000 if we were to be audited. During this process, discoveries have been made on a few of the forms that we may need to reach out directly to employee's to have corrected. Department heads will be informed if there is a need for corrections on an I9 form with someone in their department. This is a content neutral audit.

**7. RESOLUTIONS FOR CONSIDERATION:**

- 8. HUMAN RESOURCES: Resolution To Approve Job Class Reclassification Of The Nutritionist To A Nutritionist/WIC Program Coordinator And Changing The Pay From Grade 8 to Grade 9**

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

- 9. HUMAN RESOURCES: Resolution To Approve The Pay Grade For The Proposed Lead Court Security Officer At Grade 5**

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

- 10. HUMAN RESOURCES: Resolution To Establish The Safe Driver Policy**

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

- 11. HUMAN RESOURCES: Resolution To Establish Policy And Procedures Relating To Certain Union Employees Eligible For A Bargained – For Section 125 Compliant Vacation Purchase Plan**

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

**12. DISCUSSION: LAST CHANCE AGREEMENT**

- An employee was arrested on his own time for drunk driving. The employee disclosed it right away. The employee was put on unpaid leave until the court case came to a decision. The employee will be on a restricted license beginning Friday and has been offered this Last Chance Agreement. It has been signed by the Department and Union. The employee will be on probation for one year. The employee had a previously very clean history and is taking all the steps required. This employee will be participating in pbt at the start of each shift and random pbt testing during the next year which will be set up by Human Resources Department. This zero-cost agreement needs Board Chair approval.

**MOTION TO APPROVE THE SIGNING OF THE LAST CHANCE AGREEMENT BY BOARD CHAIR  
MOVED BY LAWRENCE / SECONDED BY GREEN  
ALL IN FAVOR – MOTION PASSED**

**13. CLOSED SESSION: WRITTEN LEGAL OPINION**

**ROLL CALL TO GO INTO CLOSED SESSION AT: 8:30 AM  
K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN – YES C. GRIFFITH – YES  
MOTION PASSED**

**RETURN TO OPEN SESSION AT: 8:44 AM  
MOVED BY: LAWRENCE / SECONDED BY: BEZOTTE**

**14. ADJOURNMENT**

**MOTIONED BY GREEN / SECONDED BY LAWRENCE  
TO ADJOURN AT 8:45 AM  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**KELLI HAWORTH  
ADMINISTRATIVE SPECIALIST**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING THE SIGNING OF AN AMENDMENT TO SCHEDULE A TO ADMINISTRATIVE SERVICES CONTRACT REGARDING PRESCRIPTION DRUG ADMINISTRATOR FEES WITH BLUE CROSS BLUE SHIELD OF MICHIGAN - Human Resources**

**WHEREAS,** Livingston County contracts with Blue Cross Blue Shield of Michigan to administer health, dental, and prescription drug benefits to its employees and retirees; and

**WHEREAS,** Livingston County has received an Amendment to the Schedule A to the Administrative Services Agreement with Blue Cross Blue Shield of Michigan for Administrative Services related to prescription drug administration; and

**WHEREAS,** this amendment to the Schedule A is a result of Blue Cross Blue Shield of Michigan's negotiation with their prescription drug claim processors Highmark and Express Scripts.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Board Chair to sign the attached Amendment to Schedule A to Administrative Services Contract Regarding Prescription Drug Administrator Fees after review and approval as to form by civil counsel.

**MOVED:  
SECONDED:  
CARRIED:**

**AMENDMENT TO SCHEDULE A TO ADMINISTRATIVE SERVICES CONTRACT REGARDING  
PRESCRIPTION DRUG ADMINISTRATOR FEES  
LIVINGSTON COUNTY**

106931

Whereas, pursuant to Group's Administrative Services Contract ("ASC") and Schedule A, BCBSM contracts with Express Scripts and Highmark to negotiate with and obtain prescription drug rebates from pharmaceutical manufacturers and/or perform claims processing services;

Whereas, Highmark retains a portion of the gross rebates collected from drug manufacturers as a rebate administration fee;

Whereas, Express Scripts charges a claim processing fee and retains a portion of the gross rebates collected from drug manufacturers as a rebate administration fee;

Whereas, BCBSM has negotiated a new arrangement with Express Scripts under which BCBSM will transition the administration of certain pharmacy benefit rebates from Highmark to Express Scripts. As a result of this transition, the rebate administration and claims processing fees will be modified, effective January 1, 2017;

Whereas, as part of the new arrangement with Express Scripts, BCBSM will receive a portion of inflation protection payments that Express Scripts receives under separate agreements with pharmaceutical manufacturers that BCBSM will pass on to Group;

Therefore, the terms in Group's applicable Schedule A(s) are amended effective January 1, 2017 as follows:

For prescription drug Claims incurred before January 1, 2017:

The rebate administration fee charged and retained by Express Scripts is \$0.25 per BCBSM clinical formulary Claim.

The rebate administration fee charged and retained by Highmark is up to 5.5% of gross rebates for BCBSM custom formulary, custom select formulary, Part D formulary, specialty drug and medical benefit drug Claims.

For prescription drug Claims incurred after December 31, 2016:

The rebate administration and claims processing fees charged and retained by Express Scripts are (i) 3.8% of gross rebates for BCBSM clinical formulary, custom formulary, custom select formulary, and specialty drug Claims and (ii) 8.2% of gross rebates for Part D formulary drug Claims, including Part D specialty drug Claims.

The rebate administration fee charged and retained by Highmark are up to 5.5% of gross rebates for medical benefit drug Claims.

Notwithstanding the foregoing, rebates for certain prescription drugs on the custom formulary, custom select formulary, Part D formulary and specialty drug list that are incurred after December 31, 2016 may continue to be administered by Highmark for the first half of 2017 during the transition from Highmark to Express Scripts at the rebate administration fee of up to 5.5% of gross rebates.

Pursuant to Express Scripts's Inflation Protection Program, Express Scripts contracts with pharmaceutical manufacturers for inflation protection payments ("IPP") to off-set increases to certain brand drugs. Express Scripts will pay a predetermined portion of the IPP that it receives to BCBSM as set forth in the contract between Express Scripts and BCBSM. Express Scripts contracts for IPP on its own behalf and may realize positive margin between amounts paid to BCBSM and amounts received from pharmaceutical manufacturers. BCBSM will distribute Group's share of the IPP that it receives from Express Scripts based on the total IPP received by BCBSM divided by the total number of brand drug claims multiplied by the number of Group's brand drug claims. IPPs will be distributed to Group through the Customer Savings Refund process.

Group acknowledges that it has had full opportunity to consult with such legal and financial advisors as it has deemed necessary or advisable in connection with its decision knowingly to enter into this Amendment. Group acknowledges that it has had any questions about this Amendment posed to BCBSM fully answered to Group's satisfaction.

**AGREED AND ACCEPTED.**

**BCBSM:**

**GROUP:**

<b>By:</b> (Signature)	<b>By:</b> (Signature)
<b>Name:</b> (Print)	<b>Name:</b> Kate Lawrence (Print)
<b>Title:</b>	<b>Title:</b> Chairwoman, Livingston County Board of Commissioners
<b>Date:</b>	<b>Date:</b>

106931

APPROVED AS TO FORM FOR COUNTY OF LIVINGSTON:  
COHL, STOKER & TOSKEY, P.C.  
By: MATTIS D. NORDEJORD  
On: April 26, 2017

<b>By:</b> (Signature)	<b>By:</b> (Signature)
<b>Name:</b> (Print)	<b>Name:</b> (Print)
<b>Title:</b>	<b>Title:</b>
<b>Date:</b>	<b>Date:</b>



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: June 19, 2017**

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**RESOLUTION AUTHORIZING LIVINGSTON COUNTY HUMAN RESOURCES TO PURCHASE PROMOTIONAL MATERIALS – HUMAN RESOURCES / PERSONNEL /FINANCE/ BOARD**

**WHEREAS,** per County Resolution 2011-12-345, County Departments must request approval from the Livingston County Board of Commissioners before purchasing any promotional materials; and

**WHEREAS,** each year, Livingston County Human Resources participates in local job fairs/recruitment events; and

**WHEREAS,** Human Resources would like to provide promotional items such as pens and tri-fold brochures to potential job candidates; and

**WHEREAS,** Human Resources would like to also buy a onetime purchase of a table cloth with our logo on it as well as a banner display; and

**WHEREAS,** the total cost of all promotional items purchased will not exceed \$2,500.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners approves the purchase of promotional items not to exceed \$2,500 in total for Livingston County Human Resources Department.

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**MOVED:  
SECONDED:  
CARRIED:**