

# PERSONNEL COMMITTEE

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

8/17/2016

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**  
Regular and Closed Meeting Minutes Dated: July 20, 2016
  5. **TABLED ITEMS FROM PREVIOUS MEETINGS**
  6. **REPORTS**
  7. **RESOLUTIONS FOR CONSIDERATION**
- 
- 08 Sheriff**  
RESOLUTION TO APPROVE AN ANNUAL VOLUNTARY FITNESS PROGRAM FOR SHERIFF'S OFFICE EMPLOYEES
- 
- 09 Human Resources**  
RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY CREATED COMMUNITY HEALTH WORKER POSITION AT GRADE 3
- 
- 10 Administration**  
RESOLUTION AUTHORIZING AN ADDITIONAL CONTRIBUTION TO MERS - COUNTY ADMINISTRATION –PERSONNEL/ FINANCE/FULL BOARD
- 
- 11 Human Resources**  
RESOLUTION TO CERTIFY OFFICER AND EMPLOYEE DELEGATES TO THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM ANNUAL CONFERENCE
- 
- 12. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

JULY 20, 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

CINDY CATANACH, JEFF BOYD, KEVIN WILKINSON, JENNIFER PALMBOS, KEN HINTON, KELLI HAWORTH

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 9:41 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. **APPROVAL OF MEETING MINUTES of June 15, 2016 and Closed Session Minutes of June 15, 2016:**

MOTION TO APPROVE THE MINUTES OF JUNE 15, 2016 AND  
CLOSED SESSION MINUTES OF JUNE 15, 2016  
MOVED BY: LAWRENCE / SECONDED BY: GREEN  
ALL IN FAVOR – MOTION PASSED
5. **TABLED ITEMS FROM PREVIOUS MEETING:** None.
6. **REPORTS:** Jennifer Palmbos reviewed the upcoming dependent verification that will be done to verify that only eligible dependents are covered. Last one was done several years ago and quite a few additions / deletions were discovered.

**7. RESOLUTIONS FOR CONSIDERATION:**

**8. ADMINISTRATION: Resolution To Amend The County Business Expense Reimbursement Policy For Livingston County**

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

**9. CLOSED SESSION:**

**ROLL CALL TO GO INTO CLOSED SESSION AT: 9:51 AM  
K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN – YES C. GRIFFITH – YES  
MOTION PASSED**

**RETURN TO OPEN SESSION AT: 10:10 AM  
MOVED BY: LAWRENCE / SECONDED BY: GREEN**

**10.**

**MOTION TO MOVE FORWARD THE RESOLUTION APPROVING THE TENTATIVE AGREEMENT BETWEEN THE  
LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND THE MICHIGAN ASSOCIATION OF FIRE FIGHTERS  
REPRESENTING PARAMEDICS.  
MOVED BY: LAWRENCE / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

**11. ADJOURNMENT**

**MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH  
TO ADJOURN AT 10:11 AM  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**KELLI HAWORTH  
ADMINISTRATIVE SPECIALIST**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO APPROVE AN ANNUAL VOLUNTARY FITNESS PROGRAM FOR SHERIFF'S OFFICE EMPLOYEES**

**WHEREAS,** The Livingston County Sheriff's Office recognizes that an incentive based employee wellness program in the form of a voluntary fitness examination will promote physical fitness and healthy behaviors amongst its members; and;

**WHEREAS,** physical fitness has proven to help prevent heart attacks, strokes, diabetes, high blood pressure, joint health; and

**WHEREAS,** improved physical fitness has been documented to reduce injuries, increase productivity, reduce employee absenteeism and lower healthcare costs; and

**WHEREAS,** there are currently no national or state requirements for law enforcement officers to participate in any physical examinations after their initial licensing process; and

**WHEREAS,** poor physical fitness in the law enforcement profession has a direct correlation on the officers ability to protect themselves and the public; and

**WHEREAS,** this program is consistent with best practices in the area of employee fitness testing programs throughout the nation; and

**WHEREAS,** the Sheriff's Office will administer an annual voluntary fitness examination for its employees, as described below:

1. An annual voluntary fitness examination shall be self-administered to the employees of the Livingston County Sheriff's Office effective in the fall of 2016 to cover flexibility, muscular strength, muscular endurance and cardiovascular endurance.
2. Participant will be tested in four events which include push-ups and sit-ups in a sixty second time period, sit and reach to assess flexibility and a timed 1.5 mile run.
3. By participating in each event the employee will earn four hours of straight compensatory time (1 hr. per event). By participating and passing the events with the minimum passing score, the employee may earn an additional two hours per event for a total of 12 compensatory hours.

4. All events are scored on a pass/fail scale with age and gender considerations based on test standards that were normed from national averages of exiting test data.
  
5. The physical fitness examination is strictly voluntary and will not be compensated outside of the earned compensatory time rewards.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes and approves the Sheriff's Office to administer a voluntary annual fitness examination and the accrual of compensatory time for the participants, after review for legal compliance by Civil Counsel.

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MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY SHERIFF'S OFFICE**  
150 S. Highlander Way  
Howell, Michigan 48843-2323

August 9, 2016

Livingston County Board of Commissioners  
Administration Building  
304 E. Grand River  
Howell, MI 48843

Re: Sheriff Department Voluntary Fitness Program

Dear Board of Commissioners,

This is a formal request for approval of the Livingston County Sheriff's Office Voluntary Physical Fitness Test. This self-administered wellness incentive program affords Sheriff's Office employees the opportunity to earn compensatory time for voluntarily participation in a physical fitness exam.

The Sheriff's Office recognizes that an incentive based employee wellness program that measures physical fitness through an annual examination will be beneficial to both the employees and the employer. Numerous studies demonstrate that improved physical fitness reduces work related injuries, increases productivity and morale, reduces employee absenteeism and has a direct correlation to lower health care costs.

This fitness test will cover flexibility, muscular strength, muscular endurance and cardiovascular endurance. The test standards were normed from national averages of exiting test data and the testing criteria were established by a panel of Sheriff's Office employees. There are four events that each participant will be tested in which include push-ups and sit-ups in a sixty second time period, sit and reach to assess flexibility and a timed 1.5 mile run. By participating in each event the employee will earn four hours of straight compensatory time (1 hr. per event). By participating and passing the events with the minimum passing score, the employee may earn an additional two hours per event for a total of 12 compensatory hours. All events are scored on a pass/fail scale with age and gender considerations.

The test is strictly voluntary and will not be compensated outside of the earned reward. Under no circumstances will any employee be compelled, either directly or indirectly, to participate in the fitness test against their will. While the Livingston County Sheriff's Office believes participation in this voluntary program will benefit its employees it is not required.

Our request to the Board is for authorization to conduct a voluntary physical fitness test to be administered annually for Sheriff's Office employees with accrual of compensatory time for voluntary participants.

Respectfully,

Lt. James Lynch  
Livingston County Sheriff's Office

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY CREATED  
COMMUNITY HEALTH WORKER POSITION AT GRADE 3**

**WHEREAS,** the Livingston County Department of Public Health has requested and been approved for funding provided by Saint Joseph Mercy Livingston to implement the Prescription for Health program aimed at increasing fruit and vegetable consumption among food-insecure individuals managing at least one chronic disease and

**WHEREAS,** the Community Health Worker will work under the supervision of the Health Promotion Coordinator and will assist with enrollment, outreach, assistance, interviews and evaluation related to the Prescription for Health program; and

**WHEREAS,** this position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 3; and

**WHEREAS,** funding for this position will be covered 100% by grant funding.

**THEREFORE BE IT RESOLVED** that the Personnel Subcommittee hereby approves the pay grade for the newly created Community Health Worker position at Grade 3, effective with the approval of this resolution.

***NOTE: This reclassification 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 Community Health Worker requires Board approval under separate resolution.***

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**MOVED:**

**SECONDED:**

**CARRIED:**

# MUNICIPAL CONSULTING SERVICES LLC

July 25, 2016

Ms. Jennifer Palmbos  
Director of Human Resources/Labor Relations  
Livingston County  
304 East Grand River Avenue, Suite 205  
Howell, MI 48843

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct a classification analysis for the new position of Community Health Worker in the Livingston County organization. In completing the classification analysis for this position we have performed the following tasks:

- Reviewed job-related information including the job description information developed and submitted by the Health Department.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

The results of the classification analysis for the position are included in the attached Table A. The position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County's new pay grade structure.

## **BACKGROUND FOR THE POSITION OF COMMUNITY HEALTH WORKER**

The Community Health Worker is a new position within the Livingston County Department of Public Health that will assist patients in the Prescription for Health (PFH) program with enrollment, monitor participation, provide patient support, assist in programming activities and generally provides the support services required to encourage participation to achieve the overall goal of the PFH project – which is to increase the consumption of fruits and vegetables among low-income patients with chronic diseases. The position requires effective interactive skills. The incumbent will be expected to work non-traditional work hours.

## **POINT FACTOR ANALYSIS AND RESULTS**

As noted above, we have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table

A. In summary, the analysis has resulted in a point total of 1,043 for the Community Health Worker. This would place the new position in grade 3 of the County's pay grade structure. This is our recommended grade level.

\* \* \* \* \*

We have appreciated the opportunity to assist Livingston County in this important classification analysis. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal  
Municipal Consulting Services LLC

**TABLE A**  
**LIVINGSTON COUNTY**  
**POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF JULY, 2016**

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Community Health Worker	173	180	160	0	180	40	70	200	40	0	1043	3

# LIVINGSTON COUNTY JOB DESCRIPTION

## COMMUNITY HEALTH WORKER

**Supervised By:** Health Promotion Coordinator and leadership of Health Promotion Specialist

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

### **Position Summary:**

Under the supervision of the Health Promotion Coordinator and leadership of the Health Promotion Specialist, serves as a Community Health Worker for the Prescription for Health (PFH) program coordinated by the Livingston County Department of Public Health. Assists patients in enrollment, monitors participation, provides patient support, assists in programming activities and generally provides the support services required to encourage participation to achieve the overall goal of the PFH project – which is to increase the consumption of fruits and vegetables among low-income patients with chronic diseases.

### **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. Assists in all aspects of the enrollment process for the PFH program and provides information and assistance to incoming patients/participants.
2. Encourages patient retention in the program. Performs outreach, following up with participants to determine status and offer support in setting and achieving goals for healthy eating and lifestyle decisions.
3. Serves as a staff person at the PFH table at the farmers market and the food pantry.
4. Provides necessary assistance to enable enrolled patients to access the farmers market, food pantry, and other community resources.
5. Conducts post-program interviews and administers evaluation surveys.
6. Tracks all interactions with patients, and attends program meetings.
7. Maintains manual and electronic files and generates reports as directed.
8. Attends workshops and seminars as appropriate and directed.

9. Complies with the Department of Public Health's quality improvement policy and actively participates in the quality improvement plan.
10. Works a non-traditional work schedule including evenings and weekends, depending on program need.
11. 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:

- High school diploma or GED and one year experience in public health, health education, social work or a related field. Prior experience as a Community Health Worker is desirable.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- General knowledge of public health care principles and practices.
- Skill in encouraging and counseling patients, monitoring outcomes and maintaining records.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, patients in the program, representatives of other governmental units, professional contacts and the public.
- Ability to assess situations, solve problems, work effectively under stress and within deadlines, and in emergency situations.
- Ability and willingness to work evenings and weekends as dictated by program needs.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software programs utilized by the Department of Public Health.

**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. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING AN ADDITIONAL CONTRIBUTION TO MERS -  
COUNTY ADMINISTRATION –PERSONNEL/ FINANCE/FULL BOARD**

**WHEREAS,** Eliminating or reducing long term liabilities is a priority as it affects both the financial health and sustainability of Livingston County; and

**WHEREAS,** In 2013 the County contracted with PFM Group to perform a financial analysis regarding the best uses for County reserves and the recommendation was to use a portion of the reserves and focus on reducing the County’s actuarial unfunded MERS pension liability; and

**WHEREAS,** the advantaged of making additional payments to MERS are: 1) reduce our total unfunded pension liability 2) potentially reduce future annual required contributions (ARC); 3) additional assets to invest with the potential of a greater return than one would expect to earn in a traditional municipal operating investment; and

**WHEREAS,** included and planned for in the 2016 budget is an additional payment of \$1 million dollars to reduce the pension liability; and

**WHEREAS,** it is recommended that in addition to the above payment, an additional \$1million from fund balance in the general fund also be used to make an additional payment to MERS to reduce pension liability: and

**WHEREAS,** it is also recommended that in addition to the above contributions, an additional \$28,352 from Fund 542 Building and Safety retained earnings be used to make an additional payment to MERS to fully fund the Building Inspector group, a closed division with no active employees.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners hereby authorizes a payment of \$1.0 million from the Benefit Fund and \$1 million of General Fund to be brought in from Fund Balance for a total of \$2 million to accelerate the funding of MERS pension for the closed Defined Benefit employee groups currently under an 80% funding level, proportionate with the unfunded actuarial accrued liabilities, per employee group division, as reflected in the 12-31-2015 actuarial.

**BE IT FURTHER RESOLVED** that the Board of Commissioners hereby authorizes a payment of \$28,352 from Fund 542 Building and Safety to make an additional contribution to MERS fully fund the Building Inspector Division, as reflected in the 12-31-15 actuarial.

**BE IT FURTHER RESOLVED** that the Board of Commissioners hereby authorizes the budget amendment required to effectuate the additional contribution to MERS.

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**MOVED:  
SECONDED:  
CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO CERTIFY OFFICER AND EMPLOYEE DELEGATES TO THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM ANNUAL CONFERENCE**

**WHEREAS,** the 2016 MERS Annual Meeting will be held on September 28-29 at the Grand Traverse Resort in Acme, Michigan; and

**WHEREAS,** in accordance with the MERS Plan Document, delegates for the MERS Annual Meeting may be appointed by official action of the Board of Commissioners; and

**WHEREAS,** nominations were sought for Employee Delegates to attend the meeting; and

**WHEREAS,** costs of employees' attendance at the MERS annual meeting will be paid through the Benefit Fund.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners appoints Cindy Catanach, Deputy County Administrator/Finance Officer, as Officer Delegate and Barbara Ritchie, Senior Payroll Clerk, as Alternate Officer Delegate, Dan Lorigan, Probation Officer, District Court, as the Employee Delegate, and Steve Hasbrouck, Sanitary Facilities Superintendent, Drain Commissioner's Office, as the Alternate Employee Delegate for the 2016 MERS Annual Meeting.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes reasonable expenses in accordance with adopted Board policy.

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**MOVED:  
SECONDED:  
CARRIED:**