

MEETING MINUTES

LIVINGSTON COUNTY

NOVEMBER 16, 2011 – 8:00 AM

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

PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN

COMM. JONES

COMM. DOMAS ABSENT

OTHERS:

Margaret Dunleavy, Laura Chafy, Jamie Palmer, Jennifer Nash, Terry Lee, Jennifer Palmbo, Belinda Peters, Bob Smith, Commissioner Griffith

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 8:05 am.

2. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA WITH THE ADDITION OF A RESOLUTION FROM THE TREASURER
MOVED BY: JONES / SECONDED BY: VANHOUTEN
ALL IN FAVOR - MOTION PASSED

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

4. **APPROVAL OF MEETING MINUTES:**

MOTION TO APPROVE THE FOLLOWING MEETING MINUTES: MINUTES OF OCTOBER 19, 2011
MOVED BY: JONES / SECONDED BY: VANHOUTEN
ALL IN FAVOR - MOTION PASSED

5. **HUMAN RESOURCES – Revised Resolution to Amend The Municipal Employees' Retirement System Of Michigan Defined Benefit Retirement Plan For Paramedics**

MOTION TO APPROVE THE ABOVE RESOLUTION AS PRESENTED;
MOVED BY: JONES / SECONDED BY: VANHOUTEN
ALL IN FAVOR - MOTION PASSED

6. HUMAN RESOURCES – Resolution to Make Amendments to the Personnel Manual for Non-Union Employees

**MOTION TO APPROVE THE ABOVE RESOLUTION AS PRESENTED;
MOVED BY: JONES / SECONDED BY: VANHOUTEN
ALL IN FAVOR - MOTION PASSED**

7. TREASURER – Resolution to Approve the Hiring of a Senior Accountant at a Rate of Pay Above the Current Hire Rate in the Treasurers Office

**MOTION TO APPROVE THE ABOVE RESOLUTION AS PRESENTED;
MOVED BY: JONES / SECONDED BY: VANHOUTEN
ALL IN FAVOR - MOTION PASSED**

8. DISCUSSION - VACANCY REVIEW POLICY: Some minor modifications will be submitted for review at the December Personnel Meeting in order to simplify / speed up the process under certain circumstances (i.e. part-time employees or those vacancies recently approved).

9. ADJOURNMENT:

**MOTIONED BY JONES / SECONDED BY VANHOUTEN TO ADJOURN AT 8:32 AM
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted,
TERRY LEE
HR COORDINATOR