

MEETING MINUTES

LIVINGSTON COUNTY

DECEMBER 18, 2013 – 8:00 AM

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

PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN COMM. GRIFFITH COMM. LAWRENCE

OTHERS: MARGARET DUNLEAVY, CINDY CATANACH, KEVIN WILKINSON, RICH MALEWICZ
BELINDA PETERS, JENNIFER PALMBOS, TERRY LEE

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 8:00 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 Regular and Closed Meeting Minutes of November 19, 2013:**

MOTION TO APPROVE THE REGULAR AND CLOSED MEETING MINUTES NOVEMBER 19, 2013
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR – MOTION PASSED

- **HUMAN RESOURCES:** Resolution to Approve the Reclassification of the Network Manager, Gr. N to Infrastructure Manager, GR. O:

MOTION TO APPROVE THE ABOVE RESOLUTION EFFECTIVE BACK TO THE LAST PERSONNEL COMMITTEE OF NOVEMBER 19, 2013 IF LEGAL COUNSEL APPROVES THE RETROS; THE DELAY WAS CAUSED BY UNUSUAL CIRCUMSTANCES NOT RELATED TO THIS RESOLUTION.
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

- **HUMAN RESOURCES: Resolution Amending Resolution No. 2012-04-120 to Allow Unused Sick Time to Be Paid Into a Health Care Savings Plan at Retirement Only**

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

5. DISCUSSION: Just Culture Supervisory Training

KEVIN WILKINSON GAVE A BRIEF SUMMARY OF THE SUCCESS OF THE THREE-DAY “JUST CULTURE” TRAINING WHICH WAS PRESENTED TO 50 EMPLOYEES. THIS TRAINING WILL BE SUBMITTED TO BOTH LEGAL COUNSEL AND MMRMA FOR REVIEW/APPROVAL AND HOPFULLY A SECOND TRAINING SESSION WILL BE PLANNED FOR NEXT YEAR.

6. ADJOURNMENT

**MOTIONED BY GRIFFITH / SECONDED BY LAWRENCE
TO ADJOURN AT 8:33AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HR COORDINATOR**