

SPECIAL MEETING MINUTES

LIVINGSTON COUNTY

JULY 25, 2012 – 8:00 AM

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

PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN

COMM. JONES

COMM. GRIFFITH

OTHERS: BELINDA PETERS, JENNIFER PALMBOS, CINDY CATANACH,

MARGARET DUNLEAVY, COMM. MANTEY, BOB SMITH, TERRY LEE

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 9:06 am.

2. **APPROVAL OF AGENDA:**

**MOTION TO APPROVE THE AGENDA
MOVED BY: JONES / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

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

4. **DISCUSSION:** Margaret Dunleavy – Collection System – Margaret asked that HR review a newly created job description for the two part-time employees who are responsible for collections within Circuit Court within the Clerk's Office.

5. **HUMAN RESOURCES:** Resolution To Approve The Hiring Of An Account Assistant At A Rate Of Pay Above The Current Hire Rate

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

6. ADJOURNMENT

**MOTIONED BY JONES / SECONDED BY GRIFFITH
TO ADJOURN AT 9:16 AM
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HUMAN RESOURCES COORDINATOR**