

MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 19, 2014 – 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: MELISSA SCHARRER, MARGARET DUNLEAVY, JOHN EVANS, DEBRA KUBITSKEY, DEBBIE OBERLE,
DIANNE MCCORMICK, CINDY CATANACH, BELINDA PETERS, JENNIFER PALMBOS, TERRY LEE

1. **CALL TO ORDER:** Meeting called to order by: Comm. Van Houten at 8:03 am.

2. **APPROVAL OF AGENDA:**

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

3. **CALL TO THE PUBLIC:** Margaret Dunleavy reiterated that a non-union wage study needs to be performed based on all of the reclassification requests lately; Jennifer Palmbo stated that it will be initiated once we have completed the next HR/Payroll modules with MUNIS.

4. **APPROVAL OF MEETING MINUTES** of January 15, 2014:

MOTION TO APPROVE THE FOLLOWING MEETING MINUTES JANUARY 15, 2014
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR – MOTION PASSED

5. **HUMAN RESOURCES:** Resolution to Approve the Reclassification of the Court Financial Officer from Grade J to Grade M (Circuit Court)

MOTION TO APPROVE THE ABOVE RESOLUTION WITH CAVEAT OF WAGE STUDY THIS
YEAR
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

6. HUMAN RESOURCES: Resolution To Approve The Creation of an Animal Shelter Coordinator Position, Grade I

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

7. HUMAN RESOURCES: Resolution Authorizing The Signing Of The 2014 Schedule A – Renewal Term January 2014 to December 2014 with Blue Cross Blue Shield of Michigan

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

8. HUMAN RESOURCES: Resolution Amending Resolution No. 2014-01-005 to Disallow Unused Sick Time To Be Paid into a Health Care Savings Plan at Retirement for Non-Union Employees

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

9. Discussion Regarding Deferred Compensation Plans:

Many employees participate in deferred compensation programs (i.e., 457 accounts) in which monies are deducted from their checks and deposited into their respective comp accounts. Due to the new MUNIS payroll system, issues arose with the reporting method resulting in a month delay in getting those monies deposited into employees' accounts. Those issues have now been resolved with monies deposited correctly. Due to the economic downturn, most employees did not actually lose money. Per Legal Counsel, they have recommended that either we pay employees some sort of flat percentage based on fixed assets or we determine the actual amount of lost funds based on actual investment account breakdowns and make employees whole again. An analysis will be performed and the resulting recommendation will be submitted to Finance.

Personnel Subcommittee Minutes

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10. ADJOURNMENT

**MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH
TO ADJOURN AT 8:55 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HR COORDINATOR**