

MEETING MINUTES

LIVINGSTON COUNTY

MAY 21, 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: JENNIFER NASH, DEBRA KUBITSKEY, MARGARET DUNLEAVY, LISA BETH HARVEY,

DIANNE McCORMICK, JEFF BOYD, MELISSA SCHARRER,

BELINDA PETERS, JENNIFER PALMBOS, TERRY LEE

1. **CALL TO ORDER: Meeting called to order by: Comm. Van Houten at 8:00 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: None.**

4. **APPROVAL OF MEETING MINUTES of April 16, 2014 and CLOSED SESSION MEETING MINUTES of April 16, 2014:**

MOTION TO APPROVE THE FOLLOWING MEETING MINUTES APRIL 16, 2014 AND
CLOSED SESSION MEETING MINUTES OF APRIL 16, 2014
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR – MOTION PASSED

5. **REPORTS:**

➤ **Quarterly Status of Temporary Employees**

6. **HUMAN RESOURCES: Resolution to Approve the Creation of a Pre-Trial Services Specialist by Combining Duties of the Community Corrections Manager (GR M) with the Pre-Trial Investigator (GR I) Resulting in this new position of Pre-Trial Services Specialist, Grade Level J**

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

7. **TREASURER: Resolution Authorizing Vacation Time Payoff to Include Hours Earned in Excess of Allowed Hours**

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

8. **HUMAN RESOURCES: Resolution To Modify the Vacancy Review Policy**

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

9. **HUMAN RESOURCES: Resolution Authorizing a Contract with Municipal Consulting Services LLC For a Classification and Compensation Study**

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

10. **ADJOURNMENT**

**MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH
TO ADJOURN AT 8:20 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HR COORDINATOR**