

MEETING MINUTES

LIVINGSTON COUNTY

APRIL 19, 2017 – 8:00 A.M.

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

PERSONNEL SUBCOMMITTEE MEETING

COMM. GRIFFITH COMM. LAWRENCE COMM. GREEN COMM. BEZOTTE

JENNIFER PALMBOS, CINDY CATANACH, KEN HINTON, KEVIN WILKINSON, ELAINE BROWN, MELISSA SCHARRER, JOHN EVANS, HON. DAVID READER, BRIAN JONCKHEERE

1. **CALL TO ORDER:** Meeting called to order by: Comm. Griffith at 8:00 am.

2. **APPROVAL OF AGENDA:**

APPROVE THE AGENDA

MOVED BY: LAWRENCE / SECONDED BY: GREEN

ALL IN FAVOR - MOTION PASSED

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

4. **APPROVAL OF MEETING MINUTES of March 15, 2017:**

MOTION TO APPROVE THE MINUTES OF MARCH 15, 2017

MOVED BY: GREEN / SECONDED BY: BEZOTTE

ALL IN FAVOR – MOTION PASSED

5. **TABLED ITEMS FROM PREVIOUS MEETING:** None.

6. **REPORTS:**

- Jennifer Palmbos updated the Committee on the mandatory computer based training that was rolled out to all employees last month. It was a six minute refresher training and we are at over 90% compliance.
- Jennifer Palmbos has begun a compliance audit of our I9 documents that every employee/new hire is required to fill out. The cost of errors on the I9 forms went from \$100 to \$1,000 if we were to be audited. During this process, discoveries have been made on a few of the forms that we may need to reach out directly to employee's to have corrected. Department heads will be informed if there is a need for corrections on an I9 form with someone in their department. This is a content neutral audit.

7. RESOLUTIONS FOR CONSIDERATION:

- 8. HUMAN RESOURCES: Resolution To Approve Job Class Reclassification Of The Nutritionist To A Nutritionist/WIC Program Coordinator And Changing The Pay From Grade 8 to Grade 9**

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

- 9. HUMAN RESOURCES: Resolution To Approve The Pay Grade For The Proposed Lead Court Security Officer At Grade 5**

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY GREEN / SECONDED BY BEZOTTE
ALL IN FAVOR – MOTION PASSED**

- 10. HUMAN RESOURCES: Resolution To Establish The Safe Driver Policy**

**MOTION TO APPROVE THE ABOVE RESOLUTION
AND MOVE FORWARD TO FINANCE
MOVED BY GREEN / SECONDED BY LAWRENCE
ALL IN FAVOR – MOTION PASSED**

- 11. HUMAN RESOURCES: Resolution To Establish Policy And Procedures Relating To Certain Union Employees Eligible For A Bargained – For Section 125 Compliant Vacation Purchase Plan**

**MOTION TO APPROVE THE ABOVE RESOLUTION
AND MOVE FORWARD TO FINANCE
MOVED BY GREEN / SECONDED BY BEZOTTE
ALL IN FAVOR – MOTION PASSED**

12. DISCUSSION: LAST CHANCE AGREEMENT

- An employee was arrested on his own time for drunk driving. The employee disclosed it right away. The employee was put on unpaid leave until the court case came to a decision. The employee will be on a restricted license beginning Friday and has been offered this Last Chance Agreement. It has been signed by the Department and Union. The employee will be on probation for one year. The employee had a previously very clean history and is taking all the steps required. This employee will be participating in pbt at the start of each shift and random pbt testing during the next year which will be set up by Human Resources Department. This zero-cost agreement needs Board Chair approval.

**MOTION TO APPROVE THE SIGNING OF THE LAST CHANCE AGREEMENT BY BOARD CHAIR
MOVED BY LAWRENCE / SECONDED BY GREEN
ALL IN FAVOR – MOTION PASSED**

13. CLOSED SESSION: WRITTEN LEGAL OPINION

**ROLL CALL TO GO INTO CLOSED SESSION AT: 8:30 AM
K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN – YES C. GRIFFITH – YES
MOTION PASSED**

**RETURN TO OPEN SESSION AT: 8:44 AM
MOVED BY: LAWRENCE / SECONDED BY: BEZOTTE**

14. ADJOURNMENT

**MOTIONED BY GREEN / SECONDED BY LAWRENCE
TO ADJOURN AT 8:45 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**KELLI HAWORTH
ADMINISTRATIVE SPECIALIST**