

# MEETING MINUTES

LIVINGSTON COUNTY

**AUGUST 16, 2017 – 8:00 A.M.**

**\*\* IMMEDIATELY FOLLOWING FINANCE \*\***

**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, KEN HINTON, CINDY CATANACH, ALLISON NALEPA, CHAD CHEWING, MIKE MURPHY, JENNIFER SLATER, STACY BONO

1. **CALL TO ORDER: Meeting called to order by: Comm. Griffith at 9:29 am.**

2. **APPROVAL OF AGENDA:**

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

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

4. **APPROVAL OF MEETING MINUTES of July 19, 2017**

MOTION TO APPROVE THE MINUTES OF JULY 19, 2017  
MOVED BY: LAWRENCE / SECONDED BY: BEZOTTE  
ALL IN FAVOR – MOTION PASSED

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

6. **REPORTS: None.**

7. **RESOLUTIONS FOR CONSIDERATION:**

8. **HUMAN RESOURCES: Resolution Authorizing The Chair To Sign A Letter Of Understanding Regarding Initial Wage Scale Step Placement For A Promoted Sergeant.**

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

**9. HUMAN RESOURCES: Resolution Authorizing The Chair To Sign A Letter Agreement For The Reclassification of Jacob Champagne To Full-Time Dispatcher.**

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

**10. HUMAN RESOURCES: Resolution To Make Amendments To The Personnel Manual For Non-Union Employees.**

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

**11. HUMAN RESOURCES: Resolution To Certify Officer And Employee Delegates To The Municipal Employees' Retirement System 2017 Annual Conference.**

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

**12. DISCUSSION: 2017 COUNTY EMPLOYEE ENGAGEMENT SURVEY RESULTS**

- **JENNIFER PALMBOS** BEGAN THE DISCUSSION BY REVIEWING THE RESPONSE RATE TO THE EMPLOYEE ENGAGEMENT SURVEY THAT WAS CONDUCTED FROM **JULY 12, 2017** THROUGH **JULY 26, 2017**. OUT OF **707** TOTAL COUNTY EMPLOYEES **324** SURVEYS WERE COMPLETED, WHICH CALCULATES TO A **46%** RESPONSE RATE. THE ENGAGEMENT SURVEY RESULTS WERE EMAILED TO EMPLOYEES, AS WELL AS POSTED ON THE COUNTY'S WEBSITE.
- **ALLISON NAPELA** WENT INTO DETAIL ON HOW THE SURVEY WAS CREATED, DEPLOYED TO EMPLOYEES, AND HOW THE RESULTS WERE BENCHMARKED AGAINST THE SOCIETY OF HUMAN RESOURCE MANAGEMENT, STATE OF MICHIGAN, AND KING COUNTY, WASHINGTON'S FINAL RESULTS. **ALLISON** INDICATED THAT THE COUNTY'S RESULTS WERE CREATED USING PERCENTAGES BASED ON THE LIKERT SCALE.
- **JENNIFER PALMBOS** DISCUSSED IN MORE DETAIL THE RESULTS OF THE SURVEY GOING INTO DETAIL ON THE TOP FIVE AREAS OF SATISFACTION (STRENGTHS) FROM THE SURVEY RESULTS TO THE TOP FIVE AREAS OF DISSATISFACTION (AREAS FOR OPPORTUNITIES) FROM THE SURVEY RESULTS.

- **FROM THERE, JENNIFER SLATER WENT INTO DETAIL ON HOW THE COMMITTEE MET, AND CAME UP WITH ACTION ITEMS TO BE ROLLED OUT TO COUNTY EMPLOYEES; IN PARTICULAR EMPLOYEE TRAINING AND GROWTH AND PROMOTING AND PROVIDING EDUCATION ON BENEFITS OFFERED THROUGH THE COUNTY.**

**13. ADJOURNMENT**

**MOTIONED BY LAWRENCE / SECONDED BY BEZOTTE  
TO ADJOURN AT 8:25 AM  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**STACY BONO  
ADMINISTRATIVE SPECIALIST**