

MEETING MINUTES

LIVINGSTON COUNTY

DECEMBER 21, 2016 – 8:30 A.M.

OR IMMEDIATELY FOLLOWING FINANCE

ADMINISTRATION BUILDING – CONFERENCE ROOM 4A

304 E. Grand River Avenue, Howell, MI 48843

PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN COMM. GRIFFITH COMM. LAWRENCE COMM. GREEN

JENNIFER PALMBOS, CINDY CATANACH, KEN HINTON, ELIZABETH HUNDLEY, BRUCE HUNDLEY,
CHRIS FOLTS, JON WAGGONER, KELLI HAWORTH

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 9:10 am.
2. **APPROVAL OF AGENDA:**

APPROVE THE AGENDA
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED
3. **CALL TO THE PUBLIC:**
 - Bruce Hundley addressed the Committee in regards to his concerns relating to the newly created position that will be discussed later on the agenda. His questions were related to the required certification for the position that if a candidate was 90% qualified, could they be hired at a lower pay rate then after certification is received have their pay rate increased.
4. **APPROVAL OF MEETING MINUTES of November 16, 2016 and Closed Session Meeting Minutes of November 16, 2016:**

MOTION TO APPROVE THE MINUTES OF NOVEMBER 16, 2016
AND CLOSED SESSION MINUTES OF NOVEMBER 16, 2016
MOVED BY: GRIFFITH / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED
5. **TABLED ITEMS FROM PREVIOUS MEETING:** None.
6. **REPORTS:** None.

7. RESOLUTIONS FOR CONSIDERATION:

- 8. HUMAN RESOURCES: Resolution To Approve The Pay Grade For The Newly Created Veterans Benefits Counselor – Court Liaison Position At Grade 6**

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

- 9. HUMAN RESOURCES: Resolution To Approve The Pay Grade For The Newly Created Assistant Maintenance Mechanic Position At Grade 2**

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

- 10. HUMAN RESOURCES: Resolution To Amend The Step Increases/Merit Step Increases Policy**

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

11. CLOSED SESSION:

**ROLL CALL TO GO INTO CLOSED SESSION AT: 9:35 AM
K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN – YES C. GRIFFITH – YES
MOTION PASSED**

**RETURN TO OPEN SESSION AT: 9:50 AM
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH**

12. ADJOURNMENT

**MOTIONED BY LAWRENCE / SECONDED BY GREEN
TO ADJOURN AT 9:51 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**KELLI HAWORTH
ADMINISTRATIVE SPECIALIST**