

MEETING MINUTES

LIVINGSTON COUNTY

JANUARY 20, 2016 – 8:00 A.M.

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

PERSONNEL SUBCOMMITTEE MEETING

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

MELISSA SCHARRER, ELIZABETH HUNDLEY, BRIAN JONCKHEERE, MICHELLE LAROSE, JENNIFER PALMBOS, KEN HINTON, CINDY CATANACH, TERRY LEE

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 8:01 am.

2. **APPROVAL OF AGENDA:**

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

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

4. **APPROVAL OF MEETING MINUTES** of December 16, 2015 and Closed Session Minutes of December 16, 2015:

MOTION TO APPROVE THE MINUTES OF DECEMBER 16, 2015 AND
CLOSED SESSION MINUTES OF DECEMBER 16, 2015
MOVED BY: GRIFFITH / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED

5. **TABLED ITEMS FROM PREVIOUS MEETINGS:** Resolution To Affirm The Reclassification Analysis For The Position Of Office Manager – Drain Commissioner

MOTION TO UNTABLE AND MOVE ABOVE RESOLUTION TO THE AGENDA – ITEM #10
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

6. **REPORTS:** None.

7. HUMAN RESOURCES: Resolution To Approve The Job Reclassification Of The Friend Of The Court Caseworker, Grade VI to Lead Enforcement Caseworker, Grade VII

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

8. HUMAN RESOURCES: Resolution To Affirm The Reclassification Analysis For The Position Of Veterans Relief Fund Counselor

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

9. HUMAN RESOURCES: Resolution To Affirm The Reclassification Analysis For The Position Of Office Manager – Drain Commissioner

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

10. DISCUSSION: LAST CHANCE AGREEMENT

An employee came forward with a substance abuse problem and is now been given a Last Chance Agreement in which he/she will be tested before each shift and sometimes again during that same shift for the next 18 months. This zero-cost agreement needs Board Chair approval. If after the 18 mo. period there is suspicion of abuse once again and the employee tests positive, they will be terminated with no further agreements given.

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

11. CLOSED SESSION:

**ROLL CALL TO GO INTO CLOSED SESSION AT: 8:36 AM
C. GRIFFITH – YES K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN - YES
MOTION PASSED**

**RETURN TO OPEN SESSION AT: 9:14 AM
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH**

12. ADJOURNMENT

**MOTIONED BY GRIFFITH / SECONDED BY LAWRENCE
TO ADJOURN AT 9:14 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**TERRY LEE
HR COORDINATOR**