

MEETING MINUTES

LIVINGSTON COUNTY

JUNE 21, 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, KEN HINTON, KEVIN WILKINSON, JENNIFER SLATER, JEFF BOYD, BETSY HUNDLEY, CHAD CHEWNING, KELLI HAWORTH, STACY BONO

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: BEZOTTE

ALL IN FAVOR - MOTION PASSED

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

4. **APPROVAL OF MEETING MINUTES** of April 19, 2017 and **CLOSED MEETING MINUTES** of April 19, 2017

MOTION TO APPROVE THE MINUTES OF APRIL 19, 2017 AND CLOSED MEETING MINUTES OF APRIL 19, 2017

MOVED BY: LAWRENCE / SECONDED BY: BEZOTTE

ALL IN FAVOR – MOTION PASSED

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

6. **REPORTS:**

- Jennifer Palmbos updated the Committee on the application program for candidates seeking employment with Livingston County. We typically post approximately 100 jobs a year and the program sends the job description out to various job boards. The old system was out of date and beginning on having issues. We have received positive feedback from various departments that are using the system.
- Jennifer Palmbos was requested to review our background system. We have determined that we need to perform nationwide background checks. Three different companies provided demonstrations and we chose to go with JD Palentine because they will integrate with MUNIS.

- Jennifer Palmbos contacted Legal Counsel and requested a written legal opinion on our 457 plans offered to our employees. We currently have two providers, but are receiving sales calls from other providers and we are looking into our options.
- Jennifer Palmbos was approached by our 24 hour departments regarding a new time keeping scheduling software. We looked at three different vendors and decided to go with VCS for the Sheriff's department and 911 Central Dispatch. We are looking at going to Public Safety Committee in July.
- Jennifer Palmbos advised the committee that they are preparing an Employment Engagement Survey. The survey will be pushed out to employees July 12, 2017 through July 26, 2017. Results will be returned to Human Resources and we will share those with you.
- Jennifer Palmbos let the committee know that we are holding our second annual Employee Health Fair on July 13, 2017 in the court yard outside the building. We have contacted various health and wellness vendors as well as food vendors.

7. RESOLUTIONS FOR CONSIDERATION:

- 8. HUMAN RESOURCES: Resolution Authorizing The Signing Of An Amendment To Schedule A To Administrative Services Contract Regarding Prescription Drug Administrator Fees With Blue Cross Blue Shield of Michigan.**

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

- 9. HUMAN RESOURCES: Resolution Authorizing Livingston County Human resources To Purchase Promotional Materials.**

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

10. DISCUSSION: RESIGNATION AGREEMENTS

- Two employees from different departments were terminated and have requested that we change it to resignation. No money is involved. We leave this request up to each individual department. Both departments agreed to let the employee's status change from termination to resignation.

**MOTION TO APPROVE THE SIGNING OF THE RESIGNATION AGREEMENTS BY BOARD CHAIR
MOVED BY GREEN / SECONDED BY BEZOTTE
ALL IN FAVOR – MOTION PASSED**

11. ADJOURNMENT

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

Respectfully Submitted,

**KELLI HAWORTH
ADMINISTRATIVE SPECIALIST**