

MEETING MINUTES

LIVINGSTON COUNTY

MARCH 15, 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, CINDY CATANACH, KEN HINTON, KEVIN WILKINSON, JENNIFER SLATER, CHAD CHEWNING, JONI HARVEY

1. **CALL TO ORDER:** Meeting called to order by: Comm. Griffith at 9:02 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 February 15, 2017:

MOTION TO APPROVE THE MINUTES OF FEBRUARY 15, 2017
MOVED BY: LAWRENCE / SECONDED BY: BEZOTTE
ALL IN FAVOR – MOTION PASSED

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

- Jennifer Palmbos discussed the mandatory computer based training that will be rolled out to all employees later this week. It is a six minute refresher training. The company that is being used will be able to create reports so we can see the status of employees and we can send out reminders to Department Heads to have the training completed.

7. RESOLUTIONS FOR CONSIDERATION:

8. HUMAN RESOURCES: Resolution To Approve The Pay Grade For The Newly Created 911 Director Position at Grade 14

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

9. HUMAN RESOURCES: Resolution To Approve The Pay Grade For The Newly Created EMS Director Position At Grade 14

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

11. DISCUSSION: LAST CHANCE AGREEMENT

- An employee was held over their shift and threw an object which broke a mirror in the rig then proceeded to deny doing so. Employee was terminated. A grievance was filed with the Union and upon civil counsel's advice, the County is offering employee a last chance agreement. This zero-cost agreement needs Board Chair approval. The employee is in anger management treatment and has given apologies to the Department. If behavior occurs again, they will be terminated with no further agreements given.

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

12. ADJOURNMENT

**MOTIONED BY GREEN / SECONDED BY LAWRENCE
TO ADJOURN AT 9:17 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**KELLI HAWORTH
ADMINISTRATIVE SPECIALIST**