

# MEETING MINUTES

LIVINGSTON COUNTY

**MARCH 16, 2016 – 8:30 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

JOHN EVANS, ELIZABETH HUNDLEY, LORI MARRAN, JEFF BOYD, THERESE CREMONTE, JENNIFER PALMBOS, KEN HINTON, CINDY CATANACH, KELLI HAWORTH

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 8:52 am.
2. **APPROVAL OF AGENDA:**

**MOTION TO 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 17, 2016 and Closed Session Minutes of February 17, 2016:**

**MOTION TO APPROVE THE MINUTES OF FEBRUARY 17, 2016 AND**  
**CLOSED SESSION MINUTES OF FEBRUARY 17, 2016**  
**MOVED BY: GREEN / SECONDED BY: LAWRENCE**  
**COMMISSIONER GRIFFITH ABSTAINED FROM VOTING**  
**ALL IN FAVOR – MOTION PASSED**
5. **TABLED ITEMS FROM PREVIOUS MEETING:** Elected Officials Salary Discussion

**MOTION TO MOVE ITEM TO OPEN AGENDA**  
**MOVED BY: LAWRENCE / SECONDED BY: GREEN**  
**ALL IN FAVOR - MOTION PASSED**
6. **REPORTS:** None.

**7. RESOLUTIONS FOR CONSIDERATION:**

- 8. HUMAN RESOURCES: Resolution to Approve the Pay Grade for the Newly Created Veterans Treatment Court Coordinator Position at Grade 4**

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

- 9. HUMAN RESOURCES: Resolution to Affirm the Reclassification Analysis for the Position of Account Clerk – Central Services (Courts)**

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

- 10. HUMAN RESOURCES: Resolution to Approve the Job Reclassification Of the Account Clerk, Juvenile Court, Grade IV to Administrative Court Specialist, Grade V**

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

- 11. HUMAN RESOURCES: Resolution to Affirm the Reclassification Analysis for the Position of Youth Assistance/Diversion Coordinator**

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

- 12. HUMAN RESOURCES: Resolution To Approve The Job Reclassification of a Friend Of Court Secretary, Grade V, to Friend of the Court Referee Coordinator, Grade VI**

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

**13. HUMAN RESOURCES: Resolution to Approve the Pay Grade For the Newly Created Emergency Management Regional Planner Position At Grade 8**

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

**14. HUMAN RESOURCES: Resolution to Approve the Job Reclassification of the Accounting Assistant, Finance, Grade 4 to Grade 5**

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

**15. DISCUSSION: ELECTED OFFICIALS SALARY DISCUSSION**

- **JENNIFER PALMBOS INTRODUCED A PROPOSED RESOLUTION TO SET THE PAY FOR 2017. THE RESOLUTION IS BASED ON THE PREVIOUS RESOLUTION CREATED IN 2012. THE NEW PROPOSAL INTEGRATES THE TWO TIER STRUCTURE INTO ONE TIER AND INCLUDES A 1% INCREASE FOR ELECTED OFFICIALS AND COMMISSIONERS. JENNIFER PASSED OUT RESULTS FROM TWO COMPARABLE COUNTIES WAGE STUDIES, ALONG WITH THE MUNICIPAL CONSULTING SERVICES STUDY DONE FOR LIVINGSTON COUNTY IMPLEMENTED IN 2015. THE RESOLUTION LEAVES OPEN THE POSSIBILITY OF AN INCREASE DURING THEIR TERM IF THE BOARD CHOOSES TO GRANT A COST OF LIVING INCREASE FOR THE EMPLOYEES.**

MOTION TO RECOMMEND THE PROPOSED RESOLUTION FOR SETTING COMPENSATION FOR LIVINGSTON COUNTY ELECTED OFFICIALS AND COUNTY COMMISSIONERS FOR YEAR 2017 WITHOUT THE INCREASE FOR THE COUNTY COMMISSIONERS  
MOVED BY LAWRENCE / SECONDED BY GRIFFITH  
ALL IN FAVOR – MOTION PASSED

**16. CLOSED SESSION:**

ROLL CALL TO GO INTO CLOSED SESSION AT: 9:45 AM  
C. GRIFFITH – YES K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN - YES  
MOTION PASSED

RETURN TO OPEN SESSION AT: 9:54 AM  
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH

**17. ADJOURNMENT**

**MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH  
TO ADJOURN AT 9:54 AM  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**KELLI HAWORTH  
ADMINISTRATIVE ASSISTANT**