

# MEETING MINUTES

LIVINGSTON COUNTY

**NOVEMBER 16, 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

JENNIFER PALMBOS, CINDY CATANACH, KEN HINTON, DOUG HELZERMAN, DORIAN HARROW,  
FRANCINE ZYSK, JONI HARVEY, CHAD CHEWNING, KEVIN WILKINSON, JENNIFER SLATER, KELLI  
HAWORTH

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 8:03 am.

2. **APPROVAL OF AGENDA:**

APPROVE THE AGENDA  
MOTION TO AMEND THE AGENDA TO ADD ITEM #11 AS A RESOLUTION  
MOVED BY: GRIFFITH / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED

3. **INTRODUCTION:**

- Chair, Comm. VanHouten introduced to the Committee Doug Helzerman who recently was elected to fill the vacancy for District #4

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

5. **APPROVAL OF MEETING MINUTES of October 19, 2016 and Closed Session Meeting Minutes of October 19, 2016:**

MOTION TO APPROVE THE MINUTES OF OCTOBER 19, 2016 AND  
CLOSED SESSION MEETING MINUTES OF OCTOBER 19, 2016  
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH  
ALL IN FAVOR – MOTION PASSED

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

7. **REPORTS:**

- Jennifer Palmbo gave the committee an update on the Dependent Verification – we are at 95.8% verified with the final deadline extended a week for any who are still gathering documentation.

**8. RESOLUTIONS FOR CONSIDERATION:**

- 9. HUMAN RESOURCES: Resolution To Approve The Job Reclassification Of A District Court Probation Officer, Grade VIII To Lead Probation Officer, Grade IX**

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

- 10. HUMAN RESOURCES: Resolution Amending Resolution 2016-10-067 PC To Approve The Pay Grade For Lead Inspectors In The Building Department At Grade 10**

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

- 11. HUMAN RESOURCES: Resolution To Modify The Non-Union Employees, Elected Officials, And Judges Benefit Plans For 2017 Fiscal Year**

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

- 12. HUMAN RESOURCES: Resolution Authorizing The Chair To Sign A Letter Of Understanding Regarding A Personal Leave Of Absence Of Erin Stokes**

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

**13. CLOSED SESSION:**

<p>ROLL CALL TO GO INTO CLOSED SESSION AT: <b>8:31 AM</b> K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN – YES C. GRIFFITH – YES MOTION PASSED</p>
<p>RETURN TO OPEN SESSION AT: <b>8:45 AM</b> MOVED BY: LAWRENCE / SECONDED BY: GREEN</p>

**14. DISCUSSION:**

- **KEN HINTON INFORMED THE COMMITTEE THAT MSU CONDUCTS COMMISSIONER TRAINING EVERY TWO YEARS AND THIS YEAR IT IS SCHEDULED FOR NOVEMBER 30 IN NOVI. KEN HAS BEEN ASKED TO PARTICIPATE ON A PANEL.**
- **DISCUSSION TOOK PLACE REGARDING AN ADDITION TO THE 2018 BUDGET FOR A SECURITY OFFICER FOR COUNTY BUILDINGS – A POSITION THAT WOULD COORDINATE SAFETY IN ALL COUNTY BUILDINGS AND PERFORM SUCH DUTIES AS: HOLD FIRE DRILLS, TORNADO DRILLS, ACTIVE SHOOTER DRILLS, PLAN EXIT STRATEGIES, ETC.**

**15. ADJOURNMENT**

<p>MOTIONED BY GREEN / SECONDED BY GRIFFITH TO ADJOURN AT <b>9:00 AM</b> ALL IN FAVOR – MOTION PASSED</p>
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Respectfully Submitted,

**KELLI HAWORTH**  
**ADMINISTRATIVE SPECIALIST**