

MEETING MINUTES

LIVINGSTON COUNTY

OCTOBER 19, 2016 – 8:30 A.M.

OR IMMEDIATELY FOLLOWING FINANCE

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, GREG KELLOGG, DOUG BRITZ, DOUG HELZERMAN, RICK SWANSON, KELLI HAWORTH

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 10:55 am.

2. **APPROVAL OF AGENDA:**

APPROVE THE AGENDA

MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH

ALL IN FAVOR - MOTION PASSED

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

4. **APPROVAL OF MEETING MINUTES** of September 21, 2016:

MOTION TO APPROVE THE MINUTES OF SEPTEMBER 21, 2016

MOVED BY: GRIFFITH / SECONDED BY: GREEN

ALL IN FAVOR – MOTION PASSED

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

6. **REPORTS:**

- Jennifer Palmbos gave the committee an update on the Dependent Verification – we are at 90% verified with the final deadline in November.

7. RESOLUTIONS FOR CONSIDERATION:

8. HUMAN RESOURCES: Resolution To Approve The Pay Grade For Lead Inspectors In The Building Department At Grade 10

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

9. HUMAN RESOURCES: Resolution To Approve The Job Reclassification of the LETS Maintenance Coordinator, Grade 4 To Administrative Coordinator, Grade 5

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

10. CLOSED SESSION:

**ROLL CALL TO GO INTO CLOSED SESSION AT: 11:15 AM
K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN – YES C. GRIFFITH – YES
MOTION PASSED**

**RETURN TO OPEN SESSION AT: 11:29 AM
MOVED BY: LAWRENCE / SECONDED BY: GREEN**

11. ADJOURNMENT

**MOTIONED BY GREEN / SECONDED BY LAWRENCE
TO ADJOURN AT 11:30 AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**KELLI HAWORTH
ADMINISTRATIVE SPECIALIST**