

# MEETING MINUTES

LIVINGSTON COUNTY

**NOVEMBER 18, 2015 – 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

KEN HINTON, JOHN EVANS, CINDY CATANACH, JENNIFER PALMBOS

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

2. **APPROVAL OF AGENDA:**

MOTION TO 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 August 19, 2015:**

MOTION TO APPROVE THE MINUTES OF OCTOBER 21, 2015  
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE  
ALL IN FAVOR – MOTION PASSED

5. **REPORTS:** Jennifer Palmbo gave Harassment training update – 513 completed at this time.

6. **HUMAN RESOURCES:** Resolution To Approve the Job Reclassification Of The Circuit Court Secretary, Grade IV To Circuit Court Administration Secretary/Court Recorder, Grade VI

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

**7. HUMAN RESOURCES: Resolution To Modify The Non-Union Employees, Elected Officials, And Judges Benefit Plans For 2016 Fiscal Year**

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

**8. DISCUSSION: COUNTY VEHICLES:**

- **KEN HINTON REVIEWED THE CURRENT POLICY WHICH WAS LAST APPROVED IN 1987 AND PASSED OUT A LIST OF WHICH POSITIONS ARE CURRENTLY ASSIGNED VEHICLES WITH PERSONAL USE ALLOWED.**

**9. CLOSED SESSION:**

**ROLL CALL TO GO INTO CLOSED SESSION AT: 8:40 AM  
C. GRIFFITH – YES K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN - YES  
MOTION PASSED**

**RETURN TO OPEN SESSION AT: 9:18 AM  
MOVED BY: LAWRENCE / SECONDED BY: GREEN**

**10. ADJOURNMENT**

**MOTIONED BY LAWRENCE / SECONDED BY GREEN  
TO ADJOURN AT 9:19 AM  
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

**JENNIFER PALMBOS  
DIRECTOR OF HUMAN RESOURCES/LABOR RELATIONS**