

# PERSONNEL COMMITTEE AGENDA

June 12, 2019, 8:00 am  
304 E. Grand River, Conference Room 4, Howell, MI 48843

Pages

1. CALL MEETING TO ORDER
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3. CALL TO THE PUBLIC
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# PERSONNEL COMMITTEE

## MEETING MINUTES

### Livingston County

May 15, 2019, 8:00 am  
304 E. Grand River, Conference Room 4, Howell, MI 48843

#### Members Present:

William Green , Douglas Helzerman

#### Members Absent:

Carol Griffith

#### 1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Green at 8:00 a.m.

#### 2. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

**Moved By** Douglas Helzerman

**Seconded By** William Green

**Motion Carried: (2-0-1)**

#### 3. CALL TO THE PUBLIC

Commissioner Nakagiri took a moment to thank Jennifer Palmbos for her quick response to questions he had regarding Resolution for Consideration 7.1 - Resolution Authorizing Reclassification of a Secretary/Circuit Court Position.

#### 4. APPROVAL OF MINUTES

Minutes of Meeting Dated: April 10, 2019

Motion to approve the minutes as presented.

**Moved By** Douglas Helzerman

**Seconded By** William Green

**Motion Carried: (2-0-1)**

#### 5. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

#### 6. REPORTS

Ken Hinton informed the committee that he would be attending the Annual County Administrators Conference next week.

**7. RESOLUTIONS FOR CONSIDERATION**

**7.1 Circuit Court**

**RESOLUTION AUTHORIZING RECLASSIFICATION OF A SECRETARY/CIRCUIT COURT POSITION**

Motion to approve the above Resolution with the Amendment to the last paragraph stating the reclassification of the Trial Court Administrative Support/Court Recorder position to a Grade 6 will be changed to a Grade 5.

**Moved By** Douglas Helzerman  
**Seconded By** William Green

**Motion Carried: (2-0-1)**

**7.2 District Court**

**RESOLUTION APPROVING AN APPOINTMENT TO THE LIVINGSTON COUNTY COMMUNITY CORRECTION ADVISORY BOARD**

Motion to approve the above Resolution and move forward to the Board of Commissioners.

**Moved By** Douglas Helzerman  
**Seconded By** William Green

**Motion Carried: (2-0-1)**

**7.3 Board of Commissioners**

**RESOLUTION APPROVING AN APPOINTMENT TO THE LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY BOARD**

Motion to approve the above Resolution and move forward to the Board of Commissioners.

**Moved By** Douglas Helzerman  
**Seconded By** William Green

**Motion Carried: (2-0-1)**

**7.4 Human Resources**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH ENERGAGE, LLC TO PROVIDE EMPLOYEE ENGAGEMENT SURVEYING AND RESULTS ANALYSIS AND BRIEFING SERVICES**

Motion to approve the above Resolution and move forward to Finance Committee.

**Moved By** Douglas Helzerman  
**Seconded By** William Green

**Motion Carried: (2-0-1)**

**7.5 Administration**

RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY CREATED PUBLIC DEFENDER POSITION AT GRADE 16

Motion to approve the above Resolution.

**Moved By** Douglas Helzerman

**Seconded By** William Green

**Motion Carried: (2-0-1)**

**8. CALL TO THE PUBLIC**

Roberta Sacharski addressed the committee via conference call to comment on the current indigent defense contracts status.

**9. ADJOURNMENT**

Motion to adjourn the meeting at 8:47 a.m.

**Moved By** Douglas Helzerman

**Seconded By** William Green

**Motion Carried: (2-0-1)**

Respectfully submitted by:

Amy Hill

Recording Secretary

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

**Resolution Authorizing the Reclassification of a Part Time Lead Driver Position – Veterans’ Services**

**WHEREAS,** the Veterans’ Services Department provides transportation services to senior, disabled and other veterans that benefit from this service. These services are provided by both employee and volunteer drivers; and

**WHEREAS,** the Veterans’ Services Department has a need to convert one part-time Driver position to a Lead Driver position; and

**WHEREAS,** for purposes of continuity, the Veterans’ Services Department would function more efficiently with the creation of Lead Driver which will coordinate operations and ensure proper training, safety techniques, vehicle condition, route coordination and reporting; and

**WHEREAS,** the position changes were discussed and approved by Livingston County Veterans’ Services Committee and the Lead Driver Position was properly vetted through Livingston County Compensation/Classification Guidelines; and

**WHEREAS,** the position has been evaluated by Municipal Consulting Services, LLC., who is recommending the position be classified at a Grade 4; and

**WHEREAS,** funding for this position is provided for in the current budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the reclassification of a Driver position to Lead Driver position at Grade 4.

# # #

**MOVED:**

**SECONDED:**

**CARRIED:**

# MUNICIPAL CONSULTING SERVICES LLC

May 27, 2019

Ms. Jennifer Palmbo  
Director of Human Resources/Labor Relations  
Livingston County  
304 East Grand River Avenue, Suite 205  
Howell, MI 48843

Dear Ms. Palmbo,

This letter is in regard to your request for our firm to conduct a classification analysis for the new position of Lead Driver – Veterans Services in the Livingston County organization. In completing the classification analysis for this position I have performed the following tasks:

- Reviewed job-related information including the job description that was submitted.
- Discussed the positional duties with the Director of Veterans Services.
- Reviewed information regarding Livingston County’s classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the new classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

The results of the classification analysis for the position are included in the attached Table A. The position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County’s pay grade structure.

## **BACKGROUND FOR THE POSITION OF LEAD DRIVER – VETERANS SERVICES**

The Veterans Services Department provides transportation services to senior, disabled and other veterans that benefit from this service. As well as in-house drivers, the department utilizes volunteers to assist in overload. At present, there is no lead position to coordinate operations and ensure proper training, safety techniques, vehicle condition, route coordination and reporting. While the part-time Administrative Assistant assists with some reporting and scheduling, the department has determined that a Lead Driver position would be beneficial both in terms of operational stability and service quality and consistency.

The point factor analysis and grade recommendation for the new position is summarized below.

### POINT FACTOR ANALYSIS AND RESULTS

As noted above, I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,152 for the Lead Driver – Veterans Services. This would place the new position in grade 4 of the County's pay grade structure.

\* \* \* \* \*

We have appreciated the opportunity to assist Livingston County in this important classification analysis. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal  
Municipal Consulting Services LLC

**TABLE A**  
**LIVINGSTON COUNTY**  
**POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF MAY 27, 2019**

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Lead Driver - Veterans Services	197	210	160	0	210	50	60	225	20	20	1152	4



**LIVINGSTON COUNTY  
JOB DESCRIPTION**

**LEAD DRIVER – VETERANS SERVICES**

**Supervised By:** Director of Veterans Services

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

**Position Summary:**

Under the supervision of the Director of Veterans Services, is responsible for coordinating transportation operations and ensuring proper training, safety techniques, vehicle condition, route coordination and reporting. Ensures that services are configured to provide safe, efficient, customer-friendly transportation via bus, van or County vehicle to veterans desiring this service. Routinely drives a route and performs all the duties of a Driver.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Oversees day-to-day activities of the transportation service. Coordinates routes, and ensures that resources are sufficient to meet demand.
2. Provides training to both in-house and volunteer drivers including instruction in customer services, safe driving and safe working initiatives. Familiarizes drivers with the requirements of particular service users and routes.
3. Oversees routine maintenance of vehicles and reports issues directly to Veterans Services Director.
4. Provides monthly reports to the Veterans Services Director on vehicle issues and other scheduling or services concerns.
5. Coordinates driving schedules and veterans' appointments with the Administrative Specialist to ensure proper scheduling and routing.
6. Drives a Veterans Services vehicle to transport passengers to various destinations. Passengers may have special needs or require additional assistance. Some transports require transportation out of Livingston County and door-to-door service.
7. Maintains a log of trips and number of passengers.

8. Operates chairlift to assist passengers in boarding the vehicle and ensures passengers are properly secured based on standards and guidelines.
9. Performs a Michigan Department of Transportation pre-inspection and required post-inspection of vehicle, records any deficiencies and reports all maintenance needs to proper personnel.
10. Fuels and cleans vehicle throughout the day or at end of shift or day.
11. Records and reports any incidents, injuries, or vehicle damage to proper personnel before end of shift.
12. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED and one year of commercial driving experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Must obtain a Michigan Department of Transportation Chauffeur License within ten days of employment and CPR training within six months of employment. Certifications must be maintained throughout employment.
- Knowledge of the principles and practices of safe driving techniques and providing customer service and assistance for transporting citizens.
- Considerable knowledge of County roads, reading maps, providing customer service while transporting passengers, working with a variety of people including providing service to passengers with special needs and assistance, performing basic math skills, preparing daily log reports, and driving safely in all weather conditions.
- Skill in assembling data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County,

representatives of other governmental units, professional contacts, elected officials, and the public.

- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including some knowledge of Microsoft Suite applications and the ability to master data entry on department-specific software.
- Skill in the use of specialized vehicle transportation equipment such as chair lifts and securing passengers prior to transport.
- Skill in the use of electronic equipment on County vehicles.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in the field. While in the office, the employee is regularly required to communicate in person and radio, read regular and small print, view and produce written documents and enter data. The employee must be mobile with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 50 lbs without assistance and assist veterans with special needs weighing more than this amount.

While performing the duties of this job the employee works in outdoor weather conditions while driving and is exposed to fumes or airborne particles, noxious odors, vibrations from driving a bus and traffic. The noise level in the work environment is usually moderate, but can be loud.

# LIVINGSTON COUNTY VETERANS' COMMITTEE

## MEETING MINUTES

Livingston County East Complex, Conference Room B

2300 E. Grand River | Howell, MI | 48843

May 15, 2019

6:00 p.m.

Members Present	Bruce Hundley Kevin Nagle Joe Riker James Wallace
Members Absent	Robert J. Bezotte
Staff Present	Mary Durst April Townsend

### 1. CALL TO ORDER

Chairman Joe Riker called meeting to order at 6:01 P.M.

### 2. ROLL CALL

Roll call by Chairman indicates a quorum.

### 3. APPROVAL OF AGENDA

Agenda approved as presented.

**Moved By** James Wallace

**Seconded By** Kevin Nagle

**Motion Carried (4 to 0)**

### 4. APPROVAL OF MINUTES

#### 4.1 April 17, 2019 minutes

Minutes approved as presented.

**Moved By** Bruce Hundley

**Seconded By** James Wallace

**Motion Carried (4 to 0)**

**5. CALL TO THE PUBLIC**

None.

**6. APPLICATIONS FOR RELIEF**

**6.1 19-37**

Applicant requested \$10,435 for dental care and various medical bills. Applicant represented himself at the meeting.

Motion to deny due to income being over threshold and previous spending habits.

**Moved By** Bruce Hundley

**Seconded By** Kevin Nagle

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, and James Wallace

Absent (1): Robert J. Bezotte

**Motion Carried (4 to 0)**

**7. OLD BUSINESS**

**7.1 19-15 Baymont bill**

Director presented remaining hotel balance of \$4,429.26 for applicant 19-37.

Motion to pay full amount.

**Moved By** James Wallace

**Seconded By** Kevin Nagle

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, and James Wallace

Absent (1): Robert J. Bezotte

**Motion Carried (4 to 0)**

**7.2 Motor pool lease program**

Motion to continue to use county vehicle lease program.

Joe Riker out at 6:34

Joe Riker in at 6:36

**Moved By** Kevin Nagle  
**Seconded By** Bruce Hundley

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, and James Wallace

Absent (1): Robert J. Bezotte

**Motion Carried (4 to 0)**

## 8. NEW BUSINESS

### 8.1 Millage

Discussed short and long term goals for office and programs.

Motion to levy the same amount as 2019 which is .1127 mills. This should provide approximately \$1,054,432 for the year.

**Moved By** James Wallace  
**Seconded By** Bruce Hundley

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, and James Wallace

Absent (1): Robert J. Bezotte

**Motion Carried (4 to 0)**

### 8.2 Hiring Committee

Joe Riker requested that there be an informal hiring committee. Director has hiring and firing authority, but believes that Committee members should be a part of the interviewing process. All agreed. Joe Riker will sit in on interviews with Director in addition to one other Committee member. There is no stipulation on who the second Committee member will be and will be determined by member availability.

### 8.3 Veteran ID reimbursement

Motion to pay clerk fees for veteran ID cards; both initial and reprints.

**Moved By** Kevin Nagle  
**Seconded By** Bruce Hundley

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, and James Wallace

Absent (1): Robert J. Bezotte

**Motion Carried (4 to 0)**

**8.4 Flags and markers**

Director presented invoice in the amount of \$5,845.84 for Memorial Day flags and markers for veteran graves.

**Moved By** Kevin Nagle

**Seconded By** James Wallace

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, and James Wallace

Absent (1): Robert J. Bezotte

**Motion Carried (4 to 0)**

**8.5 Director spending discretion**

Director requested clarification on spending limits.

Motion for director to have authority to spend over \$1,000 per item up to budgeted amount.

**Moved By** James Wallace

**Seconded By** Kevin Nagle

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, and James Wallace

Absent (1): Robert J. Bezotte

**Motion Carried (4 to 0)**

**8.6 Driver job description**

Director requested to change one of the two part-time driver positions into a Lead Driver position. Presented proposed Lead Driver job description.

Joe Riker out at 7:33

Joe Riker in at 7:36

Motion to adopt job description.

**Moved By** Kevin Nagle

**Seconded By** Bruce Hundley

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, and James Wallace

Absent (1): Robert J. Bezotte

**9. Reports**

**9.1 Marketing update**

Director discussed plans for marketing.

**9.2 Monthly financial report**

Director provided report to Committee members.

**9.3 Monthly office report**

**OVERVIEW**

MONTH	APPOINTMENTS	NEW VETERANS	RIDES	BLUE CAR
January	118		58	4
February	134		62	3
March	126		48 (Missing 3/1-3/12 d/t calendar switch)	1
April	116	53	63	3

**RELIEF**

MONTH	VETS	APPOINTMENTS	APPLICATIONS	GAS CARDS	FOOD VOUCHERS	TOTAL AMOUNT APPROVED	DENIED APPLICATIONS
January	18	20				\$6,750.11	0
February	11	22				\$17,192.27	2
March	11	11	5	0	1	\$1,738.00	2
April	8	9	3	0	2	\$3,883.16	1

**Emergency Relief Cases**

Vet 1- Came in looking to get help paying medical bills that her late father owed to both a nursing home and to the VA treasury. Assisted her in calling both and confirmed that she is not liable for the debts of her father. Financial assistance was not needed.



Vet 2- Peacetime veteran looking for assistance with rent. He does not have an eviction notice at this time. Peacetime fund was not set up yet. Did inform him that a fund will be available soon but unfortunately we could not assist without an eviction notice.

Vet 3- Veteran seeking help with his Consumer's Energy bill. Connected with State Emergency Relief (SER) at DHHS and OLHSA and called Consumer's and put a 10-day hold on his account. Veteran followed up and said that SER and OLHSA were able to cover his entire balance. Financial assistance was not needed.

Vet 4- 94-year-old WWII veteran looking to get dentures. When reviewing his information before starting application I learned that he has a \$67,000 cash out value in stocks. When questioning veteran about this I learned that he was planning on using his own money to pay for the dentures and just wanted help finding out who is the cheapest. John was connected with MDCD and VINA dental- Helped him collect all of the information he needed. Also assisted him in creating an account for his VA Healthcare online since he is becoming proficient on his smart phone.

Vet 5- Family recently evicted and staying with family. Did not need financial assistance at this time but may need assistance with moving costs in the future. They were looking for assistance in finding a place. We did a rental search together. Gave them information about community resources and sent a referral to OLHSA. They will not be eligible for SSVF as they have somewhere to stay and are not being asked to leave but may be eligible for their ESG program that has an "overcrowded" stipulation as there are two adults and two kids confined to a single bedroom.

Vet 6- Applicant was applying for a gas card. Application was denied. The need was not an emergency. Veteran shared that his daughter takes him to and from all of his appointments and he has people that helps him run errands. He drives himself to and from a donut shop 10 miles away from his home 3-5 times per week to see friends. He stated that this is really the only time he drives. It was suggested that he use the L.E.T.S bus or ask one of his friends to pick him up.

Vet 7- Applicant from March, however, he is included on this report as further info was needed and application was approved 4/17/19 to purchase a vehicle from Cash 4 Cars for under \$3,500. A car was purchased for \$3,172.

Vet 8- Approved an air conditioner for \$511.16 and two \$100 food vouchers.

## **OFFICE**

- Office will have a table at the Howell's Historic Courthouse during Rolling Thunder's Annual Ride to Remember May 18th at 11. Ride starts at 9 a.m. and ends at the courthouse at noon. There will be a ceremony starting at noon. It will take place rain or shine.
- We will be participating in Pinckney Art in the Park on June 1st. Will have over 15,000 spectators.
- Dena, April and Mary visited the Holly Veterans' Resource Center, the National Cemetery, the VFW National Home for Children and MDCD.

- Jill Haas came to the office to discuss her program for veterans. There is an invitation for all Committee members to come see the services she provides on May 19th at 11 A.M.
- Mary had a meeting with Mayor Proctor. All misunderstandings cleared up.
- Mary went to the VCAT/MVAA conference in Lansing.

## HOUSING

MONTH	# OF VETS	TOTAL PEOPLE
January	2	6
February	1	3
March	0	0
April	0	0

## MENTAL HEALTH

MONTH	NUMBER OF VETERANS
January	2
February	2
March	2
April	0

## STATS FOR PRIOR YEARS

YEAR	NUMBER OF VETERANS	NUMBER OF APPOINTMENTS
2016	361	432
2017	610	959
2018	568	1354

### 9.4 Veteran claim status

Spoke with VA and representative suggested we submit a supplemental claim before moving forward with original plan.

### 9.5 Transitional Housing update

Director reported conclusion of Transitional Housing Advisory Committee findings from earlier in the day. It is the opinion of Shawn Dowling, Director for Veteran Homeless Outreach in Ann Arbor, that Livingston County does not have the need for transitional housing. She recommended the Committee instead look into partnering with various agencies to build a veteran campus with permanent supportive housing. Director to meet with consulting agency to see if this would be a viable option.

**10. GOOD OF THE ORDER**

Joe Riker discussed handing over the POW/MIA Recognition Day Observance to Veterans Services. It was previously sponsored by Congressman Bishop's office.

**11. ADJOURNMENT**

Motion to adjourn at 7:56 P.M.

**Moved By** James Wallace

**Seconded By** Kevin Nagle

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, and James Wallace

Absent (1): Robert J. Bezotte

**Motion Carried (4 to 0)**

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Mary Durst, Director  
Recorder

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Joseph Riker, Chair

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Approving Appointments to the Livingston County Aeronautical Facilities Board - Board of Commissioners**

**WHEREAS,** the terms of representatives on the Livingston County Aeronautical Facilities Board have expired; and

**WHEREAS,** the following reappointments have been recommended:

**Aeronautical Facilities Board**

Bruce Hundley ..... Term expires 7.1.2024

Michelle LaRose ..... Term expires 7.1.2024

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the above referenced reappointments and expiration dates.

# # #

MOVED:  
SECONDED:  
CARRIED: