

PERSONNEL COMMITTEE AGENDA

April 15, 2020, 8:00 am

Zoom Virtual Meeting Room

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

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PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

February 19, 2020, 9:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Members Present: William Green, Carol Griffith, Douglas Helzerman

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Green at 9:53am

2. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By Carol Griffith

Seconded By Doug Helzerman

Motion Carried (3-0-0)

3. CALL TO THE PUBLIC

W. Nakagiri, R. Bezotte and C. Catanach commented regarding the Personal Day for NU Employees, agenda item 7.1

W. Nakagiri commented regarding the Reclassifications, agenda items 7.2, 7.3, 7.4.

4. APPROVAL OF MINUTES

Minutes of Meeting Dated: January 15, 2020

Closed Session Meeting Minutes Dated: January 15, 2020

Motion to approve the minutes as presented.

Moved By Douglas Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

5. TABLED ITEMS FROM PREVIOUS MEETINGS

None

6. REPORTS

Doug Helzerman requested that department heads ask their employees to participate in the 2020 Census.

7. RESOLUTIONS FOR CONSIDERATION

7.1 Board of Commissioners

Resolution Granting a Personal Day to Non Union Employees

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

Moved By Doug Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

7.2 County Clerk

Resolution Authorizing the Reclassification of the Office Manager – Clerk's Office Position

Motion to approve the above Resolution.

Moved By Doug Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

7.3 County Clerk

Resolution Authorizing the Reclassification of the Elections Specialist/Deputy Clerk

Motion to approve the above Resolution.

Moved By Doug Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

7.4 Drain Commissioner

Resolution Authorizing the Reclassification of a Drain Office Manager Position -

Motion to approve the above Resolution.

Moved By Doug Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

7.5 Court Central Services

Resolution Confirming the Grade Placement of the Specialty Courts and Programs Administrator

Motion to approve the above Resolution.

Moved By Doug Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

7.6 Facility Services

Resolution Authorizing the Creation of a Deputy Facilities Services Director Position

Motion to approve the above Resolution.

Moved By Doug Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

7.7 LETS

Resolution Authorizing the Creation of a Mechanic/Driver Position

Motion to approve the above Resolution.

Moved By Carol Griffith

Seconded By Doug Helzerman

Motion Carried (3-0-0)

7.8 Board of Commissioners

Resolution Approving Appointments to Livingston County Boards and Committees

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

Moved By Carol Griffith

Seconded By Doug Helzerman

Motion Carried (3-0-0)

7.9 EMS

Resolution Authorizing the Creation of a Billing Coordinator position

Motion to approve the above Resolution.

Moved By Doug Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

7.10 EMS

Resolution Confirming the Grade Placement of the Deputy Director

Motion to approve the above Resolution.

Moved By Doug Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

7.11 EMS

Resolution Authorizing the Creation of the Office Manager

Motion to approve the above Resolution.

Moved By Doug Helzerman

Seconded By Carol Griffith

Motion Carried (3-0-0)

8. DISCUSSION

Board Appointment Background Checks

Commissioners discussed various approaches regarding background checks for Board Appointees. Jen Palmbo will speak with legal counsel regarding options.

9. ADJOURNMENT

Motion to adjourn the meeting at 11:05am

Moved By Carol Griffith

Seconded By Doug Helzerman

Motion Carried (3-0-0)

Respectfully submitted by:

Pam Dinsmore

Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION TO APPROVE A NON-PRECEDENT SETTING, ONE TIME ONLY VOLUNTARY DONATION OF VACATION TIME TO AN EMPLOYEE WITHIN THE DISTRICT COURT – DISTRICT COURT

WHEREAS, employees within the District Court have requested the opportunity for employees to donate vacation time to an employee of the District Court who has a serious health condition; and

WHEREAS, said donation would be a totally voluntary action on the part of the employees wishing to contribute their vacation time and will do so by signing and returning the appropriate form provided by the Human Resources Department;

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves, subject to written concurrence by the union, the non-precedent setting, one time only voluntary donation of vacation time by County or Court employees to an employee in the District Court who has experienced a serious health condition.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Creation of a Reimbursement and Collections Clerk – Juvenile Court

WHEREAS, the Reimbursement and Collections Clerk is a new position and is part of a larger reorganization within the Juvenile Court that will be considered under separate resolution; and

WHEREAS, the creation of this position will focus on duties pertaining to payment terms and the collection and accounting of court-ordered costs and fines and will have a greater emphasis on integrating the position into the full scope of the reimbursement process through the assignment of duties that increase customer service and interaction, improve the sharing of information and communication with partner advocates and ultimately, create a more interactive approach for moving customers through the various stages of reimbursement and collection; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Reimbursement and Collections Clerk be classified as a Grade 4 of the Court Union wage scale; and

WHEREAS, as part of a reorganization of position in the Juvenile Court, the creation of this position and the elimination of another will result in General Fund savings in 2020.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the classification of the Reimbursement and Collections Clerk position at Grade 4 of the Court Union wage scale.

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**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

March 5, 2020

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

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct a classification analysis for the new position of Reimbursement and Collections Clerk – Juvenile Court in the Livingston County organization. In completing the classification analysis for this position we have performed the following tasks:

- Reviewed job-related information including a draft job description submitted by the Juvenile and Probate Court Administrator.
- Spoke with the Juvenile and Probate Court Administrator to gain additional information concerning the duties of the position.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the 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 existing pay grade structure.

BACKGROUND FOR THE POSITION OF REIMBURSEMENT AND COLLECTIONS CLERK – JUVENILE COURT

The Reimbursement and Collections Clerk – Juvenile Court is a revised position that was previously titled: Account and Collections Clerk – Central Services. The aforementioned position had a number of bookkeeping and records management responsibilities pertaining to the collection of court-ordered costs and fines from juveniles and their parents, meeting with parents to set up payment schedules, recording and tracking account balances, following up on delinquent payments, processing attorney payments and bills, recording jury payments and a host

of other duties requiring postings, reconciliations, service and balance requests and careful records management.

The new position of Reimbursement and Collections Clerk – Juvenile Court will retain those duties pertaining to payment terms and the collection and accounting of court-ordered costs and fines. However, there will be greater emphasis on integrating the position into the full scope of the reimbursement process through the assignment of duties that increase customer service and interaction, improve the sharing of information and communication with partner advocates and ultimately, create a more interactive approach for moving customers through the various stages of reimbursement and collection. Essentially, as designed, the new position will have responsibility for improving the overall coordination and procedural approach of the current process.

The results of the job evaluation for the position are summarized below.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, we 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 1,150 for the Reimbursement and Collections Clerk – Juvenile Court. This would place the 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 MARCH 5, 2020

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Reimbursement and Collections Clerk - Juvenile Court	295	180	120	0	150	60	70	200	60	15	1150	4

LIVINGSTON COUNTY COURTS JOB DESCRIPTION

REIMBURSEMENT AND COLLECTIONS CLERK – JUVENILE COURT

Supervised By: Court Financial Officer and Juvenile Court Administrator

Supervises: No supervisory responsibility

FLSA Status: Non-exempt

Position Summary:

Under the supervision of the Court Financial Officer and the Juvenile Court Administrator, performs a variety of tasks in support of the reimbursement and collection functions of the Juvenile Court. Duties include, but are not limited to, posting charges to accounts, assisting families with account balances, setting up payment plans, preparing monthly statements, delinquency letters and yearly state income tax intercept orders, assisting staff with questions regarding account balances and performing other court-related duties.

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. Interviews payers, reviews financial records and assesses income to determine the ability to pay. Provides information and communicates findings to the Probation Division and judiciary.
2. Meets face-to-face with juvenile offenders and/or parents to set up payment plans for reimbursements to the court under established guidelines.
3. Communicates with parents and others regarding account balances, payment arrangements, collection procedures and a variety of matters. Provides excellent customer service and works to resolve conflicts.
4. Receives and posts financial court orders and charges to accounts.
5. Monitors compliance with court-ordered restitution and other payments. Maintains real-time case notes and monitors dockets to facilitate collection activities. Collaborates with the Victim Rights Advocate in the Prosecutor's Office to facilitate distribution of restitution to victims.
6. Generates monthly invoices to payers identifying current and past due balances and payment requirements.

7. Monitors collections and initiates collection activities such as correspondence to payers, direct contact with payers, redirecting government benefits and child support and petitions and orders to show cause.
8. Generates and reviews the tax intercept audit and in conjunction with the Court Financial Officer, determines taxes to be intercepted. Prepares and processes orders. Files notices to discharge as necessary.
9. Assists in preparation and maintenance of financial records for the Child Care Fund and other Juvenile Court grant reports.
10. Works collaboratively with the Juvenile Court administration and the Financial, Probation and Court Support Divisions to carry out the statutory duties of the court in regard to assessment, reimbursement and collections.
11. Provides financial and collections reporting for the Juvenile Court, including providing information to Juvenile Probation Officers regarding status of restitution and financial provisions of probation.
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 qualified individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree in accounting, paralegal, business or related field and two years of progressively more responsible experience in bookkeeping or accounting, preferably in a law or court environment.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- Knowledge of the principles and practices of accounting and office procedures.
- Considerable knowledge of bookkeeping principles and practices, cash handling, receipting documents and payments, and providing customer service.
- Skill in assembling data and preparing comprehensive and accurate reports.
- Demonstrated ability to maintain professional integrity and respect for those requiring juvenile services including the ability to lead and earn respect.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, representatives of other governmental units, professional contacts, elected officials, children and families and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite, On-Base, Munis, Judicial Data Warehouse (JDW), Judicial Information System (JIS), Accurint and other database and financial software, and the ability to learn new software programs applicable to the position.

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 is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, 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 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

2017

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution to Adopt an Investment Policy Statement for the Livingston County
457(b) Deferred Compensation Plan – Fiscal Services**

WHEREAS, it has been determined that the implementation of an Investment Policy Statement for the Livingston County 457(b) Deferred Compensation Plan will assist the Retirement Plan Advisory Committee in effectively selecting, supervising, and evaluating the investment options provided under the Plan; and

WHEREAS, this Policy has been prepared by Plante Moran, Financial Advisors, and reviewed and approved by the Retirement Plan Advisory Committee; and

WHEREAS, this Resolution has been recommended for adoption by the Personnel Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the attached Investment Policy Statement for the Livingston County 457(b) Deferred Compensation Plan.

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MOVED:
SECONDED:
CARRIED:

INVESTMENT POLICY STATEMENT
For
Livingston County 457(b) Deferred Compensation Plan

February, 2020

Plante Moran
Financial Advisors

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SUMMARY OF PURPOSE AND OBJECTIVES

Plan Purpose and Objectives

The Livingston County 457(b) Deferred Compensation Plan ("Plan") was originally adopted effective November 1st, 1987 and covers the participants according to the terms of the Plan document, with the objective of offering participants the opportunity to save, manage, accumulate and preserve retirement account assets.

This Investment Policy Statement is issued by the Board of Commissioners of Livingston County (the "Commissioners"). The Commissioners have authorized the Retirement Plan Advisory Committee (the "Committee") to administer specific functions of the Plan, outlined herein and effective as of the date on which this Investment Policy Statement is acknowledged by the Commissioners.

All of the Plan assets are invested at the discretion of the participant, or if permitted, their beneficiary, in investment options selected from a group of alternatives made available by the Plan. The number and types of investment alternatives available and the investment managers retained to manage the alternatives are subject to change. Decisions regarding investment options will be made in the sole interest of the participants and beneficiaries of the Plan.

The provisions of this Investment Policy Statement are subject to the terms of the Plan, the agreement establishing the trust maintained pursuant to the Plan, the charter under which the Committee is organized (if applicable), and any relevant investment advisory agreement. To the extent of any conflict, the terms of such Plan, agreement, charter, or investment advisory agreement control. This Investment Policy Statement does not provide any additional rights to any party other than those that are described in those documents.

Purpose of the Investment Policy Statement

The purpose of this Investment Policy Statement is to assist the Committee in effectively selecting, supervising, and evaluating the investment options provided under the Plan. The primary focus of this Investment Policy Statement is to:

1. Outline the criteria to select and monitor the investment options under the Plan.
2. Effectively manage the selection of investment options under the Plan.

The Committee will formally review this Investment Policy Statement periodically. Any modifications to this Investment Policy Statement will be reviewed and discussed with the appropriate parties prior to implementation.

ROLES AND RESPONSIBILITIES

Plan Participants

Plan participants are responsible for making their own investment decisions based on their own retirement goals, risk tolerances and savings/investment time horizons.

Livingston County Retirement Plan Advisory Committee

The Committee is broadly responsible to oversee the administration of the Plan and investment of the Plan assets. Its duties include executing this Investment Policy Statement, adding, removing, or replacing funds within the Plan, and monitoring and evaluating the performance of service providers in carrying out this Statement.

Livingston County Staff

The appropriate staff of Livingston County, as designated by Livingston County from time to time, is responsible for the day-to-day administrative duties of the Plan and providing the Committee with appropriate information to fulfill its responsibilities.

Investment Consultant

The primary role of the Investment Consultant is to assist the Committee in fulfilling its responsibilities by providing information, analysis and a prudent process that contribute to the success of the investment program. The Investment Consultant is responsible for assisting the Committee in selecting investment options available to Plan participants and ongoing monitoring of investment options. The Investment Consultant is also responsible for assisting the Committee with respect to analyzing fees and summarizing fees paid to various service providers, educating and updating the Committee on investment issues that might impact the Plan, and various other services identified in its Investment Advisory Agreement.

Custodian (Directed Trustee)

The primary role of the Custodian is to provide adequate safekeeping of the assets along with suitable accounting services and reporting. The Custodian also provides proxies for voting when received from mutual funds and investment managers and any other services listed in the Custodial Services Agreement.

Third Party Administrator (TPA)/Record Keeper

The TPA/Record Keeper is responsible for daily administration services along with compliance testing and document filing services in accordance with regulations, and for making accurate and timely plan data accessible to the Committee and staff. The TPA/Record Keeper also provides participant services including but not limited to: web or phone access to account information and planning tools, access to phone representatives, quarterly statements and other services listed in the TPA/Record Keeper Service Agreement.

Investment Managers

The role of each Investment Manager is to manage the Plan assets under its supervision in accordance with guidelines and objectives included in each Investment Manager's agreement, or in accordance with the prospectus for mutual funds and consistent with each Investment Manager's stated investment philosophy and style as presented to the Committee/Investment Consultant. Each Investment Manager also exercises investment discretion in regard to buying, managing and selling assets held in the portfolio, subject to any limitations contained in this document and the Investment Manager's agreement or prospectus.

See the Plan's quarterly report for a listing of Investment Managers.

INVESTMENT OPTION POLICIES

Selection of Investment Options

The Committee will determine, through an understanding of eligible participants, an appropriate number and type of investment options to offer, and which specific Investment Manager to employ for each investment option.

Default Investment

The discretionary assets of participants who do not make an active selection among the available investment options will be placed in the Plan's Qualified Default Investment Alternative ("QDIA"). Permissible QDIA options were reviewed by the Committee, in consultation with the Investment Consultant. The Committee may determine, with the help of the Investment Consultant, to replace the QDIA with another permissible option.

PERFORMANCE OBJECTIVES

Time Horizon

The Committee acknowledges that fluctuating rates of return characterize the securities markets, particularly during short-term time periods. Accordingly, the Committee focuses on time horizons

of three years and greater (e.g. a full market cycle) in evaluating the asset class and investment option performance relative to established benchmarks.

Performance Objectives

Based on the analysis that led to asset allocation and/or investment option decisions, the Committee has identified performance benchmarks for each investment option and the separate mandates within multiple manager options.

The Plan's investment options will be selected to:

1. Seek to achieve an appropriate return given the level of risk.
2. Provide investment returns comparable to returns for investment options having similar investment objectives and risk profiles.
3. Provide a diverse portfolio of investment options covering a range of asset classes.
4. Control administrative and management costs.

INVESTMENT OPTION SELECTION AND EVALUATION

Investment Option Selection

The Committee's intent is to follow a process that embodies the principles of procedural due diligence. Accordingly, when selecting investment options, the Committee, with the assistance of the Investment Consultant, will employ a competitive search process, which includes the following steps:

1. Identification of qualified candidates from Investment Manager search databases maintained by the Investment Consultant or an independent third party.
2. Analysis of qualified candidates in terms of quantitative, qualitative and organizational factors.
3. Selection of finalist candidates based on a due diligence process. Investment options should meet the following minimum criteria:
 - Investment options should correspond to the asset classes appropriate and prudent for eligible Plan participants.
 - The Investment Manager should have a track record managing assets with a similar style.
 - In aggregate, the various share classes of the investment options should have total assets that are sufficient to avoid an excessive concentration of plan assets in the strategy.
 - Options should have a net expense ratio that is lower than the median (50th percentile) of their peer group unless above median expenses are justified for other reasons or factors. (e.g. long-term risk adjusted performance, revenue sharing credits).

Performance Evaluation and Review

With the assistance of the Investment Consultant, the Committee will regularly evaluate the performance of each investment option. In evaluating each investment option, the Committee will consider qualitative factors likely to impact the future performance of the investment option in addition to current and historical quantitative factors.

With the assistance of the Investment Consultant, the Committee has deemed it appropriate to establish objective standards for conducting a review of an Investment Manager.

Some of the conditions that may be considered include:

1. Organizational disruption such as manager changes or material client-servicing problems.

2. Long-term underperformance (defined as five years) in relation to an appropriate broad market index, the median of an appropriate peer group, and risk. If an investment option fails to generate a return premium net of fees in excess of the designated index or indices, performs below the median (50th percentile) of its peer group, and/or has below average alpha (compared to its peer group), then, upon completion of appropriate due diligence, the Committee may decide to eliminate that investment option under the Plan.
3. Shorter-term performance in relation to appropriate style index and the median of an appropriate peer group. A due diligence review process, which may lead to termination, should be initiated if an investment option ranks in the 4th quartile over a one-year period.

As a result of any formal or informal review, the Committee may decide, in its sole discretion to (i) take no action, (ii) monitor the investment option more closely for a period of time, or (iii) remove the investment option.

SERVICE PROVIDER SELECTION AND EVALUATION

In carrying out the policies of this Investment Policy Statement, the Committee may rely on various service providers, in addition to the Investment Managers, including, but not limited to: the Investment Consultant, Custodian, Third Party Administrator, and/or firms providing Plan participants individual investment advice or account management. Such service providers generally shall be evaluated and selected based on the following:

Furthering the Objectives of the Plan in a Cost-Effective Manner. Each service provider is intended to further the objectives of the Plan described in this Investment Policy Statement. The service providers shall be expected to deliver administratively efficient services and charge fees that are reasonable given the service(s) provided.

Core Business Commitment and Expertise. Service providers are intended to have a history of providing services to other retirement plans and its management should demonstrate an ongoing commitment to such business, and its employees should have a reputation among its clients for the quality of its services. The firm should show an appropriate knowledge of applicable statutes and regulations. It should also be able to understand and communicate the Plan sponsor's business culture.

Fiduciary Status and Conflicts of Interest. To the extent required based on the services being provided to the Plan, the service provider shall acknowledge its role as a fiduciary to the Plan. Service providers are expected to disclose any potential conflicts of interest to the Committee.

INVESTMENT FEES AND REVENUE SHARING

The Committee, with the assistance of the Investment Consultant, will analyze investment fees, including revenue sharing, on a periodic basis to determine reasonableness of fees for services provided.

Prepared by:

Reviewed and Accepted:

Plante Moran
Financial Advisors

Date

County Commissioner

Date

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Extending the Appointment of Cindy Catanach, Acting County Administrator, Dianne McCormick, Acting Deputy County Administrator, and Hilery DeHate as Acting Financial Officer – County Administration

WHEREAS, County Administrator, Ken Hinton, passed away unexpectedly on October 19, 2019, leaving a vacancy in this vital role; and

WHEREAS, the current Deputy County Administrator/Financial Officer, Cindy Catanach, possesses the education, experience, organizational knowledge and demonstrated abilities to assume the responsibilities of the County Administrator and has been serving as interim County Administrator since appointment as such on October 23, 2019; and

WHEREAS, the current Health Officer, possesses the education, experience, organizational knowledge and demonstrated abilities to assume the responsibilities of the Deputy County Administrator and has been serving as interim Deputy County Administrator since appointment as such on January 1, 2020; and

WHEREAS, the current Senior Financial Analyst, Hilery DeHate, possesses the education, experience, organizational knowledge and demonstrated abilities to assume the responsibilities of the Financial Officer and has been serving as such since appointment on October 23, 2019; and

WHEREAS, these interim assignments have been consistent with the Livingston County Special Pay policy, which states in pertinent part, ““Acting” pay is limited to six (6) consecutive calendar months for any one vacant supervisor/managerial position unless an extension of that time is approved by the Personnel Committee;” and

WHEREAS, the County Administrator Search Committee is diligently working to fill the County Administrator position on a regular basis, but no selection has been made to date by the Livingston County Board of Commissioners; and

WHEREAS, due to the exigency of the circumstances and in order to maintain continuity of structure and organizational systems, it is critical that the current appointments of Acting County Administrator, the Acting Deputy County Administrator, and the Acting Chief Financial Officer be extended for a period of up to an additional four (4) months to allow time for the search for a new County Administrator.

THEREFORE BE IT RESOLVED that the Board of Commissioners recognizes the abilities, expertise, and organizational knowledge of Cindy Catanach, Dianne McCormick, and Hilery DeHate and extends the appointment of each of them to the positions of Acting County Administrator, Acting Deputy County Administrator, and Acting Financial Officer, respectively, for a period not to exceed four (4) months from the date of Personnel Committee approval of this resolution.

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MOVED:

RESOLUTION NO: #

PAGE: 2

SECONDED:
CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Background Check Process for Board Appointments to Committees or Boards – Human Resources

WHEREAS, each year the Livingston County Board of Commissioners makes dozens of appointments to various committees and boards; and

WHEREAS, there is a need for the creation of a consistent and uniform approach to background checks for these appointments that is also sensitive to the variety of appointments and population representation requirements on some committees; and

WHEREAS, Human Resources has worked with civil counsel to develop background check guidelines for Board of Commissioner appointments to committees and boards.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the following guidelines for background checks for Board appointments to committees and boards.

- A. Candidates for Board or Committee membership (whether paid or unpaid) appointed directly by or within the sole authority of the Livingston County Board of Commissioners may be required to undertake background checks (which may include, but is not limited to criminal background and DHHS Child Registry) where:
 - i. Such background checks are required either expressly or by implication by law, regulation, licensing, performance standards, or applicable grant documents; or
 - ii. As otherwise required, in its discretion, by the Board of Commissioners and/or authorized County Elected Officials.
- B. To be considered, all candidates shall be required to authorize the County to secure, at minimum, a criminal conviction history and DHHS Child Registry history from the appropriate law enforcement or other appropriate agency, should the County determine it is required or appropriate to undertake a background check.
- C. Unless required by section (a)(1) or otherwise directed in the discretion of the Board of Commissioners, background checks will normally not be required to be undertaken for Board or Committee candidates or members who are:
 - i. elected officials; or
 - ii. municipal board members or public officials, or

- iii. a representative of a public benefit or charitable non-profit corporation;
- iv. where the candidate's inclusion (or representation of a population to be served) on the Board/Committee is required by law, regulation, municipal agreement or grant document in a representational capacity for a specified elected official/municipal entity/non-profit/or population to be served.

D. The Board retains discretion to permit or require a background check for any and all seats, offices, appointments or candidates for appointment subject to Board approval.

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MOVED:
SECONDED:
CARRIED: