

**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