

# PERSONNEL COMMITTEE AGENDA

September 9, 2020, IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE MEETING

Zoom Virtual Meeting Room

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

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

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- Labor Relations Update

**9. ADJOURNMENT**

**PERSONNEL COMMITTEE  
MEETING MINUTES  
Livingston County**

August 19, 2020, 8:00 am  
Zoom Virtual Meeting Room  
Meeting ID: 399-700-0062 / Password: LCBOC  
<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

Members Present  
William Green , Douglas Helzerman, Wes Nakagiri

**1. CALL MEETING TO ORDER**

The meeting was called to order by Commissioner Green at 8:52AM

**2. APPROVAL OF AGENDA**

Motion to Approve Agenda as presented.

Moved By: Wes Nakagiri

Seconded By: Doug Helzerman

**Roll Call Vote: Yes (3)** D. Helzerman, W. Nakagiri, W. Green: **No (0)**: None: **Absent (0)**: None

**Motion Carried (3-0-0)**

**3. CALL TO THE PUBLIC**

None

**4. APPROVAL OF MINUTES**

Minutes of Meeting Dated: June 24, 2020

Motion to Approve Minutes as presented.

Moved By: Wes Nakagiri

Seconded By: Doug Helzerman

**Roll Call Vote: Yes (3)** D. Helzerman, W. Nakagiri, W. Green: **No (0)**: None: **Absent (0)**: None

**Motion Carried (3-0-0)**

**5. TABLED ITEMS FROM PREVIOUS MEETINGS**

None

**6. REPORTS**

Jennifer Slater shared a presentation on the 2019 Employee Recognition Program.

## 7. RESOLUTIONS FOR CONSIDERATION

### 7.1 Administration

Resolution Authorizing an Agreement Consenting to the Assignment of the Investment Advisory Agreement with Plante Moran Financial Advisors to CapFinancial Partners - Administration

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

Moved By: Doug Helzerman

Seconded By: Wes Nakagiri

**Roll Call Vote: Yes (3)** D. Helzerman, W. Nakagiri, W. Green: **No (0)**: None: **Absent (0)**: None

**Motion Carried (3-0-0)**

### 7.2 Board of Commissioners

Resolution Approving Appointments to the Livingston County Human Services Collaborative Body – Board of Commissioners

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

Moved By: Doug Helzerman

Seconded By: Wes Nakagiri

**Roll Call Vote: Yes (3)** D. Helzerman, W. Nakagiri, W. Green: **No (0)**: None: **Absent (0)**: None

**Motion Carried (3-0-0)**

## 8. ADJOURNMENT

Motion to Adjourn Meeting at 9:16am.

Moved By: Doug Helzerman

Seconded By: Wes Nakagiri

**Roll Call Vote: Yes (3)** D. Helzerman, W. Nakagiri, W. Green: **No (0)**: None: **Absent (0)**: None

**Motion Carried (3-0-0)**

Respectfully submitted by:

Recording Secretary

Pam Dinsmore

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

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

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**Resolution Authorizing the Creation of a Mobility Manager position - LETS**

**WHEREAS,** the Mobility Manager – LETS is a new position that will have responsibility for coordinating transportation services between local providers and planning and marketing transportation programs to better utilize LETS resources to serve the community and service recipients; and

**WHEREAS,** the new job will entail a significant amount of marketing including the development of marketing materials and community interaction to build awareness of LETS programs and elicit feedback concerning service preferences. The position will seek new grant funding and interact with service agencies at all levels; and

**WHEREAS,** this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Mobility Manager – LETS position be classified at Grade 5; and

**WHEREAS,** this position will be 100% grant-funded and will replace a vacant full-time Driver position as reflected in the 2021 budget request for LETS.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the creation of the Mobility Manager – LETS at Grade 5.

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**MOVED:**

**SECONDED:**

**CARRIED:**

# MUNICIPAL CONSULTING SERVICES LLC

August 24, 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 Mobility Manager 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 Deputy Director – L.E.T.S.
- Spoke with the Deputy Director – L.E.T.S. 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 MOBILITY MANAGER**

The Mobility Manager is a new position that will have responsibility for planning and marketing transportation programs to better utilize L.E.T.S.' resources to serve the community and service recipients. The new job will entail a significant amount of marketing including the development of marketing materials and community interaction to build awareness of L.E.T.S. programs and elicit feedback concerning service preferences. The position will seek new grant funding and interact with service agencies at all levels. Summarily, the position will provide a valuable linkage to the community and play a key role in determining the most needed and cost effective service options and expansions.

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 1,377 for the Mobility Manager. This would place the position in grade 5 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 AUGUST 24, 2020**

Classification Reviewed:	1	#	2	3	#	4	#	5	6	#	7	8	9	10	Recommended Total Points:	Recommended Grade:
Mobility Manager	267	c 1	240	200	c2	0		240	60	b 1	80	250	40	0	1377	5



## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **MOBILITY MANAGER**

**Supervised By:** Operations Manager - L.E.T.S.

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

#### **Position Summary:**

Under the supervision of the Operations Manager – L.E.T.S. serves the general public through conceptualization, planning, and promotion of programs that respond to and inform the needs of the market. These actions and supportive strategies are performed directly or in collaboration with others in order to provide a full range of travel options that are more effective in meeting needs and more efficient through reasonable pricing. Responsible for improving business and community support for L.E.T.S. Develops and distributes information that explains how to utilize the available resources in meeting the diverse travel needs of the market that L.E.T.S. serves.

#### **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. Performs a variety of marketing and public relations tasks designed to increase community awareness of L.E.T.S and determine transportation priorities.
2. Evaluates service delivery areas, provider utilization, and geographical assignments in coordination with local and state transportation plans.
3. Develops and recommends new programs to support coordinated transportation.
4. Develops and directs the design, production and distribution of specific marketing materials directed at employers, employees, human service agencies and other entities.
5. Serves as the liaison and salesperson to community leaders in an effort to demonstrate how transportation enhances economic development.
6. Provides direct outreach to area employers and employment agencies to gain support for employer and employee transit programs.
7. Researches, develops and writes grant applications for future funding.

8. Plans annual conference on issues related to transportation as well as other events.
9. Assesses potential for future expansion of transit options across municipal boundaries.
10. Plans and coordinates special promotional events and activities related to general public transportation.
11. Makes public presentations on the benefits of mobility management for the community.
12. Builds supportive community networks.
13. Researches and concludes on the design of operational functions that are non-traditional in service delivery.
14. Maintains familiarity with technological advances that increase travel options and/or convenience.
15. Maintains a current knowledgeable about techniques that foster transit ridership through links with land development.
16. May serve as a driver or dispatcher in situations of extreme service need.
17. 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:

- Associate's Degree with coursework in transportation or community planning and one year of progressively more responsible experience in public or transportation planning and related marketing.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Commercial Driver's License - Class C with passenger endorsement.
- Must pass a Michigan Department of Transportation physical and drug screen prior to employment.
- Good working knowledge of the principles and practices of urban transportation planning.

- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in marketing ideas and services and effectively maintaining community relations.
- 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, community groups, representatives of other governmental units, professional contacts, elected officials, and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, marketing and graphic applications and the ability to learn department-specific software.

**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. Travel is required to perform some assigned duties.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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## Resolution Authorizing the Reclassification of the Veterans Benefits Counselor – Veterans Services

**WHEREAS,** over time the Department of Veterans Affairs has used different specialty positions to manage the diversity of departmental duties including a specific court liaison assignment, a lead position and others; and

**WHEREAS,** at present, the Veterans Services Committee has authorized a new alignment that will consolidate job duties into two classifications. Each classification will have a career ladder that will be achieved through certifications and increased job complexity. The classifications include the positions of Veterans Benefits Counselor – Relief and Veterans Benefits Counselor – Claims. The position of Veterans Benefits Counselor – Relief will now have two levels and the Veterans Benefits Counselor – Claims will have three; including an entry-level job that will be primarily clerical/administrative in nature with the opportunity to evolve into a certified Veterans Affairs Counselor; and

**WHEREAS,** this positions have been evaluated by Municipal Consulting Services, LLC., who is recommending the following:

	<u><b>GRADE</b></u>
Veterans Benefits Counselor II – Relief:	6
Veterans Benefits Counselor III – Relief:	7
Veterans Benefits Counselor I – Claims:	5
Veterans Benefits Counselor II – Claims:	6
Veterans Benefits Counselor III – Claims:	7

**WHEREAS,** the position changes are part of the 2021 budget request for the Veterans Services Department and has been approved unanimously by the Veterans Services Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the following reclassifications of the Veterans Benefits Counselor:

	<u><b>GRADE</b></u>
Veterans Benefits Counselor II – Relief:	6
Veterans Benefits Counselor III – Relief:	7
Veterans Benefits Counselor I – Claims:	5

RESOLUTION NO: #

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Veterans Benefits Counselor II – Claims: 6

Veterans Benefits Counselor III – Claims: 7

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**MOVED:**  
**SECONDED:**  
**CARRIED:**

# MUNICIPAL CONSULTING SERVICES LLC

August 10, 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 classification analyses for developing career ladders for two job classifications in the Department of Veterans Affairs including the Veterans Benefits Counselor – Relief and the Veterans Benefits Counselor – Claims.

In completing the career ladder grade placements for these positions I have performed the following tasks:

- Reviewed job-related information including draft job descriptions submitted by the Veterans Affairs Director.
- Spoke with the Veterans Affairs Director to gain additional information concerning the duties of the positions.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the classifications utilizing the accumulated understanding of the positions, the pay structure and the job evaluation (point factor) plan.
- Developed recommended pay grade level for the classifications.

The results of the classification analyses for the positions are included in the attached Table A. The positions were 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 POSITIONS OF VETERANS BENEFITS COUNSELOR - CLAIMS AND VETERANS BENEFITS COUNSELOR - RELIEF**

Over time the Department of Veterans Affairs has used different specialty positions to manage the diversity of departmental duties including a specific court liaison assignment, a lead position and others. At present, the Veterans Services Committee has authorized a new alignment that

will consolidate job duties into two classifications. Each classification will have a career ladder that will be achieved through certifications and increased job complexity. The classifications include the positions of Veterans Benefits Counselor – Relief and Veterans Benefits Counselor – Claims.

The position of Veterans Benefits Counselor – Relief will now have two levels and the Veterans Benefits Counselor – Claims will have three; including an entry-level job that will be primarily clerical/administrative in nature with the opportunity to evolve into a certified Veterans Affairs Counselor.

In evaluating the positions, job descriptions were first developed. Using Roman numerals, I have distinguished between the different levels and evaluated each using the point factor system. Grades were then assigned to each of the five positions based on the point totals.

The results of the job evaluations for the positions are summarized below.

### **POINT FACTOR ANALYSIS AND RESULTS**

As noted above, we have evaluated each 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 the following point total and assigned grades.

	<b><u>POINTS</u></b>	<b><u>GRADE</u></b>
• Veterans Benefits Counselor II – Relief:	1,572	6
• Veterans Benefits Counselor III – Relief:	1,685	7
• Veterans Benefits Counselor I – Claims:	1,427	5
• Veterans Benefits Counselor II – Claims:	1,572	6
• Veterans Benefits Counselor III – Claims:	1,685	7

\* \* \* \* \*

We have appreciated the opportunity to assist Livingston County in these important classification analyses. 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 AUGUST 10, 2020**

<b>Classification Reviewed:</b>	<b>1</b>	<b>#</b>	<b>2</b>	<b>3</b>	<b>#</b>	<b>4</b>	<b>#</b>	<b>5</b>	<b>6</b>	<b>#</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>Recommended Total Points:</b>	<b>Recommended Grade:</b>
<b>Veterans Benefits Counselor II - Relief Fund</b>	267	c1	270	260	d1	0		270	90	c1	80	275	40	20	1572	6
<b>Veterans Benefits Counselor III - Relief Fund</b>	295	d1	300	260	d2	0	a1	300	90	c1	80	300	40	20	1685	7
<b>Veterans Benefits Counselor I - Claims</b>	267	b3	240	200	c2	0	b1	240	70	b1	90	250	60	10	1427	5
<b>Veterans Benefits Counselor II - Claims</b>	267	c1	270	260	d1	0		270	90	c1	80	275	40	20	1572	6
<b>Veterans Benefits Counselor III - Claims</b>	295	d1	300	260	d2	0	a1	300	90	c1	80	300	40	20	1685	7

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **VETERANS BENEFITS COUNSELOR I, II, III - CLAIMS**

**Supervised By:** Director of Veterans Affairs

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

#### **Position Summary:**

Under the supervision of the Director of Veterans Affairs is responsible for assisting veterans, dependents, and survivors with preparing claims for services and programs to obtain federal, state and local benefits. Assists with administration of the Veterans Relief Fund and assists indigent veterans in securing benefits as warranted. The Veterans Benefits Counselor – Claims position has a career ladder within Livingston County’s pay grade structure. Ideally, but not always, incumbents are hired at the level of Veterans Benefits Counselor I – Claims and progress through the career ladder based on certifications and the assumption of more complex duties at the discretion of the Director of Veterans Affairs.

#### **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. Assists clients with reviewing and understanding veterans’ programs and benefits. Assists veterans, dependents, and survivors with preparing and completing claims for benefits, services, and programs. Provides assistants to those who cannot come into the office by conducting visits where the client resides.
2. Performs case management by following up with clients, tracking circumstances and conditions, responding to questions and complaints and preparing related documents.
3. Researches military and medical history, obtains medical and military records, and reviews other documentation to assist veterans in applying for assistance and programs. Corresponds with appropriate agencies to secure affidavits, certificates and other required papers to properly submit necessary documentation for clients to the U.S. Department of Veterans Affairs and other agencies.
4. Interviews clients, families, and medical personnel, and prepares and files claims for veterans and their families.

5. Follows up on denied claims by reviewing decisions and assisting with appeals to the U.S. Department of Veterans Affairs. Represents clients at hearings, and assists supervisors of other agencies with appeals to military boards and courts.
6. Researches changes in veteran laws, regulations, court decisions and U.S. Department of Veterans Affairs procedures, and implements appropriate changes and operations. Assists state and local governments in implementing and understanding changes in the law.
7. Attends annual training conferences needed to earn continuing education credits to obtain or maintain accreditation through the U.S. Department of Veterans Affairs.
8. Assists the Director at committee meetings as needed by attending and providing the more specific information regarding benefit provision.
9. Attends community functions to inform the public of services and programs available.
10. Interacts with other human service providing agencies to provide expanded services for clients.
11. Recommends and prepares applications for county burial and marker foundations for posting and submits payments.
12. Assists clients in obtaining emergency medical treatment and provides related referrals.
13. Assists the Director in administering the Veterans Relief Fund when Veterans' Relief Fund Counselor is not available or at the discretion of the Director. Initiates or investigates benefit requests and maintains all related case files. Develops service plans for successful applicants.
14. Provides assistance at the reception desk.
15. 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:

- **Veterans Benefits Counselor I – Claims:** High school diploma or GED with supplementary vocational or college-level training in secretarial science, office management or similar instruction and four years of progressively more complex experience in providing clerical and administrative support.

- One year of experience working in a Veterans Services office.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Familiarity with military terminology and a basic understanding of medical terminology.
- Amenable to successfully completing TRIP training and state and/or national accreditation as soon as possible.
- Michigan Vehicle Operator's License.
- 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 Microsoft Suite applications, County applications and federal databases.
- **Veterans Benefits Counselor II – Claims:** All the above qualifications as well as an Associate's Degree in sociology, psychology or a related field and one year of experience in benefits counseling or 3 years of claims processing.
- Successful completion of Training, Responsibility, Involvement and Preparation of Claims (T.R.I.P.) from the U.S. Department of Veterans Affairs.
- Accredited through either NACVSO or MVAA.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the principles and practices of veteran's affairs, social work, counseling, and advocacy for veterans, dependents, and survivors.
- Considerable knowledge of local, state, and federal laws, rules and regulations as they relate to veteran benefits, services and programs, interpreting and applying veterans benefit programs, screening and assessment, conducting investigations, and researching veterans benefit operations.

- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Ability to attend meetings and events scheduled at times other than normal business hours.
- **Veterans Benefits Counselor III – Claims:** All the above qualifications as well as a Bachelor's Degree in sociology, psychology or related field or five years of progressively more responsible claims experience.
- National Veterans Affairs Accreditation.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Expert knowledge of veterans' claim specific programs to include, but not limited to, VetraSpec and VBMS.
- Assists the Director in developing and implementing plans and goals for the department.
- Provides comprehensive reports to the Director as needed.
- Provides claims coaching and mentoring at the discretion of the Director.
- Ability to nurture a team environment for other employees with an open communication culture.
- Ensures compliance with regulations and policies pertaining to veterans' claims.
- Ability to organize team members and lead by example and experience.
- Expert knowledge of veteran claim process that is shared with other employees.
- Director approval required for progression to Veterans Benefit Counselor III – Claims.

**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 but the employee must also periodically travel to other sites. The employee may be exposed to home situations in which unsanitary or unhygienic materials, individuals and situations are encountered in the course of performing required duties.

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **VETERANS BENEFITS COUNSELOR II, III - RELIEF**

**Supervised By:** Director of Veterans Affairs

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

#### **Position Summary:**

Under the supervision of the Director of Veterans Affairs is responsible for assisting veterans, dependents, and survivors with preparing relief for services and programs to obtain federal, state and local benefits. Assists with administration of the Veterans Fund and assists indigent veterans in securing benefits as warranted. The Veterans Benefits Counselor – Relief position has a career ladder within Livingston County's pay grade structure. Ideally, but not always, incumbents are hired at the level of Veterans Benefits Counselor II – Relief and progress to the next level based on certifications and the assumption of more complex duties at the discretion of the Director of Veterans Affairs.

#### **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. Assists clients with reviewing and understanding veterans' programs and benefits. Assists veterans, dependents, and survivors with preparing and completing relief for benefits, services, and programs. Provides assistance to those who cannot come into the office by conducting visits where the client resides.
2. Performs case management by following up with clients, tracking circumstances and conditions, responding to questions and complaints and preparing related documents.
3. Researches military and medical history, obtains medical and military records, and reviews other documentation to assist veterans in applying for assistance and programs. Corresponds with appropriate agencies to secure affidavits, certificates and other required papers to properly submit necessary documentation for clients to the U.S. Department of Veterans Affairs and other agencies.
4. Interviews clients, families, community partners and medical personnel, and prepares and files death benefits claims for veterans and their families.
5. Recommends and prepares applications for county burial and marker foundations for

posting and submits payments.

6. Follows up on denied death claims by reviewing decisions and assisting with appeals to the U.S. Department of Veterans Affairs.
7. Assists the Director in administering the Veterans Relief Fund. Initiates or investigates benefit requests and maintains all related case files. Develops service plans for successful applicants.
8. Works with the court system to assist the courts in handling indigent veterans and post-sentencing treatment. Serves as liaison to the Veterans Court and assists in program development.
9. Researches changes in veteran laws, regulations, court decisions and U.S. Department of Veterans Affairs procedures, and implements appropriate changes and operations. Assists state and local governments in implementing and understanding changes in the law.
10. Attends annual training conferences needed to earn continuing education credits to obtain or maintain accreditation through the U.S. Department of Veterans Affairs.
11. Assists the Director at committee meetings as needed by attending and providing the more specific information regarding benefit provision and presenting relief applications.
12. Attends community functions to inform the public of services and programs available.
13. Interacts with other human service providing agencies to provide expanded services for clients.
14. Assists clients in obtaining emergency medical treatment and provides related referrals.
15. Provides assistance at the reception desk.
16. Back up MUNIS data input for payables and claims as needed.
17. Assists with filing "intent to file" and basic claims processes.
18. 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:



- **Veterans Benefits Counselor II – Relief:** Associate's Degree in sociology, psychology or a related field and one year of experience in benefits counseling.
- Successful completion of Training, Responsibility, Involvement and Preparation of Relief (T.R.I.P.) from the U.S. Department of Veterans Affairs within six months of hire.
- Successful completion of State of Michigan claims accreditation within one year.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified as a Notary Public within six months of hire.
- Michigan Vehicle Operator's License.
- Obtain HQS (housing quality standards) certification within the first year.
- Obtain HMIS (Homeless Management Information Systems) training within the first year.
- Maintain accurate records and report on clients' status.
- Act as a key-worker and cooperates with a multidisciplinary team.
- Skill in assembling and analyzing data, and preparing comprehensive and accurate reports.
- Ability to plan, coordinate, manage and implement support packages to help clients deal with difficulties and overcome dependencies.
- Knowledge of crisis intervention.
- Ability to actively listen and communicate.
- Ability to employ critical thinking and adapt as needed.
- Ability and knowledge to refer clients to community services to help them with specific needs.
- Knowledge and a basic understanding of medical terminology and principles of legal research.
- 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 Microsoft Suite applications, County applications and federal databases.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to conduct off-site indigent relief investigations and home checks.
- **Veterans Benefits Counselor III – Relief:** All the above qualifications as well as a Bachelor's Degree in sociology, psychology or related field and one year of experience in the position or three years of progressively more responsible relief experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Competency in filing basic VA claims.
- Thorough knowledge of the principles and practices of veterans' affairs, social work, counseling, and advocacy for veterans, dependents, and survivors.
- Considerable knowledge of local, state, and federal laws, rules and regulations as they relate to veteran benefits, services and programs, interpreting and applying veterans benefit programs, screening and assessment, conducting investigations, and researching veterans benefits operations.
- Director approval required for progression to Veterans Benefit Counselor III – Claims.

**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 but the employee must also periodically travel to other sites. The employee may be exposed to home situations in which unsanitary or unhygienic materials, individuals and situations are encountered in the course of performing required duties.

# **LIVINGSTON COUNTY VETERANS' COMMITTEE**

## **MEETING MINUTES**

August 26, 2020

6:00 p.m.

Veterans' Services Virtual Meeting Room

Meeting ID: 512-519-6608

<https://us02web.zoom.us/j/5125196608>

Members Present      Bruce Hundley  
                                 Kevin Nagle  
                                 Joe Riker  
                                 James Wallace  
                                 Robert J. Bezotte

Staff Present            Mary Durst  
                                 April Townsend

### **1.      CALL TO ORDER**

Chairman Joe Riker calls meeting to order at 6:02 P.M.

### **2.      PLEDGE OF ALLEGIENCE**

### **3.      ROLL CALL**

Roll call by Chairman indicates a quorum.

### **4.      CONSENT AGENDA**

*(Agenda, Minutes, Bills and other voted topics that are deemed housekeeping)*

#### **4.1      July 15, 2020 minutes**

#### **4.2      August 12, 2020 minutes**

Motion to approve Consent Agenda.

**Moved By** Robert J. Bezotte

**Seconded By** James Wallace

**Motion Carried (5 to 0)**

### **5.      CALL TO THE PUBLIC**

None.

**6. APPLICATIONS FOR RELIEF**

**6.1 20-48**

Motion to approve up to \$3,500 to go towards a vehicle.

**Moved By** Robert J. Bezotte

**Seconded By** James Wallace

Yes (5): Bruce Hundley, Kevin Nagle, Joe Riker, James Wallace, and Robert J. Bezotte

**Motion Carried (5 to 0)**

**6.2 20-50**

Motion to pay the full amount for six medical bills totaling \$5,456.87

**Moved By** Robert J. Bezotte

**Seconded By** Kevin Nagle

Yes (5): Bruce Hundley, Kevin Nagle, Joe Riker, James Wallace, and Robert J. Bezotte

**Motion Carried (5 to 0)**

**6.3 20-52**

Motion to approve both bills totaling \$3,580.02.

**Moved By** Robert J. Bezotte

**Seconded By** Joe Riker

Yes (4): Kevin Nagle, Joe Riker, James Wallace, and Robert J. Bezotte

No (1): Bruce Hundley

**Motion Carried (4 to 1)**

**6.4 20-54**

Motion to amend previous motion to approve up to \$3,500 towards a car to be purchased at any dealership, and to approve \$7,390 for a new roof.

**Moved By** Robert J. Bezotte  
**Seconded By** Kevin Nagle

Yes (5): Bruce Hundley, Kevin Nagle, Joe Riker, James Wallace, and Robert J. Bezotte

**Motion Carried (5 to 0)**

**Kevin Nagle out at 7:30 P.M.**

## **7. BUSINESS**

### **7.1 Future Budgeting**

Director discussed spending trends and possible impact on future budgeting.

### **7.2 Office Restructuring**

Motion to approve office restructuring as requested by the director.

**Moved By** Joe Riker  
**Seconded By** Robert J. Bezotte

Yes (5): Bruce Hundley, Joe Riker, James Wallace, and Robert J. Bezotte

**Motion Carried (4 to 0)**

### **7.3 Office Relocation and Expansion**

Motion to move ahead with office relocation and expansion as outlined by the Director.

**Moved By** James Wallace  
**Seconded By** Robert J. Bezotte

Yes (5): Bruce Hundley, Joe Riker, James Wallace, and Robert J. Bezotte

**Motion Carried (4 to 0)**

### **7.4 2021 MVAA Grant**

Motion to utilize 2021 MVAA grant for 2021 lease fees of new office and to purchase a Customer Relationship Management database.

**Moved By** Joe Riker  
**Seconded By** Robert J. Bezotte

Yes (5): Bruce Hundley, Joe Riker, James Wallace, and Robert J. Bezotte

**Motion Carried (4 to 0)**

**7.5 Mental Health Assessment Policy**

Motion to remove income limits from the Mental Health Assessment Policy.

**Moved By** Joe Riker

**Seconded By** James Wallace

Yes (4): Bruce Hundley, Joe Riker, James Wallace, and Robert J. Bezotte

Absent (1): Kevin Nagle

**Motion Carried (4 to 0)**

**7.6 Vehicle Funding Limits**

Director requested to withdraw this request to see if the expanded buying criteria allows for more quality cars within the \$3,500 price range.

**8. DIRECTOR REPORTS**

**8.1 Monthly Office Report**

Director provided monthly report to Committee.

**8.2 Monthly Finance Report**

Director provided monthly report to Committee.

**9. COMMITTEE DISCUSSION**

Commissioner Bezotte requested the Director add a running total of office statistics onto Veteran Services webpage.

**10. ADJOURNMENT**

Motion to adjourn at 8:36 P.M.

**Moved By** Bruce Hundley

**Seconded By** Joe Riker

Yes (4): Bruce Hundley, Joe Riker, James Wallace, and Robert J. Bezotte

Absent (1): Kevin Nagle

**Motion Carried (4 to 0)**

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Mary Durst, Recorder

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Joe Riker



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Approving Appointments to Livingston County Boards and Committees  
- Board of Commissioners**

**WHEREAS,** the term(s) of representative(s) on the following Livingston County Boards and Committees have expired and/or seats have been vacated; and

**WHEREAS,** the following appointment(s) have been recommended:

**Huron River Watershed Council**

Scott Barb ..... Term expires 8.31.2022

Mitch Dempsey ..... Term expires 8.31.2022

**Planning Commission**

Matthew Ikle ..... Term expires 10.31.2023

Brian Prokuda ..... Term expires 10.31.2023

**Veterans' Services Committee**

James Wallace ..... Term expires 12.31.2024

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

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**MOVED:  
SECONDED:  
CARRIED:**

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution to Certify Officer and Employee Delegates to the 2020 Municipal Employees' Retirement System Annual Conference – Human Resources**

**WHEREAS,** the 2020 MERS Annual Meeting will be held on September 21-24 and will be held virtually this year due to the pandemic and is free of charge; and

**WHEREAS,** in accordance with the MERS Plan Document, delegates for the MERS Annual Meeting may be appointed by official action of the Board of Commissioners; and

**WHEREAS,** nominations were sought for Employee Delegates to attend the meeting.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners appoint **Cindy Catanach**, Finance Officer and Deputy County Administrator, as Officer Delegate and **Stacy Bono**, Benefits Specialist, as Alternate Officer Delegate, **Jennifer Slater**, as the Employee Delegate, and **Rob Stanford**, as the Alternate Employee Delegate for the 2020 MERS Annual Meeting.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**



## 2020 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | September 24, 2020

Please print clearly • **Scan and attach this file when you register online** • Retain a copy for your records

**IMPORTANT:** If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please **DO NOT** submit this form. A **delegate** is **NOT** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

### 1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Officer Alternate name

Officer delegate and alternate listed above were appointed to serve during the 2020 MERS Business Meeting by official action of the governing body (or chief judge for a participating court) on \_\_\_\_\_, 2020.

### 2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Employee Alternate name

Employee delegate and alternate listed above were elected to serve during the 2020 MERS Business Meeting by secret ballot election conducted by an authorized officer on \_\_\_\_\_, 2020.

### 3. Certification

**NOTE:** Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*		Municipality number*	Email address	
Employer address		Employer city	Employer state	Employer zip code
Printed name		Title of authorized authority*		
Authorized signature*			Date	

\* Required field

**2**  
ways to  
complete

1. You may complete it electronically (an electronic authorized signature is permissible), then save it and upload it when registering your delegate(s). OR
2. You may print it off and complete it, then scan and upload it to your computer for uploading when you register your delegate(s).

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution to Modify the Non-Union Employees, Elected Officials, Commissioners, and Judges Benefit Plans for 2021 Fiscal Year – Human Resources**

**WHEREAS,** Livingston County has historically taken proactive measures to impact utilization of healthcare services including a wellness program, employee cost sharing at point of service, and low \$2 generic drug costs; and

**WHEREAS,** in order to continue to have maximum impact on utilization of healthcare services, we will continue to utilize Healthcare Bluebook, an online healthcare pricing tool, and Blue Cross Blue Shield's licensed Michigan telemedicine provider and continue a high deductible health plan coupled with a health savings account; and

**WHEREAS,** Aon went out to bid for vision coverage and based on the competitive bid process and expanded provider network, Livingston County Administration is recommending contracting with MetLife for employee paid vision coverage offered through the County flexible spending plan; and

**WHEREAS,** should the IRS employee contribution limits for \$125 flexible spending, dependent care, or health savings accounts increase for 2021 to allow employees to increase their voluntary salary reduction, Livingston County will allow for the maximum contribution allowed under law; and

**WHEREAS,** effective 1/1/2021 an across the board wage increase of 1.5% has been budgeted for all non-union employees who are not red-circled; and

**WHEREAS,** the Board of Commissioners took action via Resolutions #2011-12-321, #2012-10-282, #2013-12-353, #2014-10-294, #2015-11-230 #2016-11-192, #2017-11-180, #2018-10-185 and 2019-09-148 to exempt the County from the employee premium sharing contributions required under 2011 PA 152 and all of the six (6) collective bargaining agreements require 10% and 20% employee premium sharing, depending on date of hire.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Human Resources Department to make the following modifications to the non-union employees, elected officials, and judges health plan and other benefits for 2021:

1. Benefit changes effectuated by Resolutions #2019-09-148, #2019-08-121, #2018-10-165, #2017-11-180, #2016-11-192, #2015-11-230, #2014-10-294, #2013-12-353, #2012-10-282, #2011-10-276, #2010-10-277, #2009-08-266 and #2009-10-316 shall remain in full force and effect.

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2. The wellness program for regular non-union employees, elected officials, and judges approved in Resolution #2012-09-250 shall continue for the 2021 benefit year.

3. The Livingston Flexible Benefits Plan document is hereby amended to allow employees to contribute the maximum salary reduction contributions to their flex spending, including limited purpose flexible spending accounts, dependent care, and health saving accounts.

4. Livingston County continue to offer a high deductible health plan (HDHP) with a health savings account (HSA). The plan shall be offered through Blue Cross/Blue Shield of Michigan with Health Equity as the HSA and Limited Purpose Flexible Spending Account administrator and shall provide the following: \$2,000/\$4,000 deductible, 80%/20% coverage once deductible is reached, 100% preventative coverage, Rx \$10/\$40/\$80, and preventative prescription drug rider. There shall be no employee premium sharing on a per pay basis. The County shall deposit contributions into the HSA account in the following manner: \$500 for single/\$1,000 family coverage effective 1/1/2021. The County will match employee contributions to the HSA account up to an additional \$500 for single/\$1,000 for family.

5. Based on the competitive bid process and expanded provider network, Livingston County shall contract with MetLife for employee paid vision coverage offered through the County flexible spending plan.

**BE IT FURTHER RESOLVED** that acting pursuant to the authority granted to a County under Section 8 of Act 152 of 2011, the Livingston County Board of Commissioners hereby exempts Livingston County from the requirements of 2011 P.A. 152 for the medical benefit plan coverage year 2021 (January 1, 2021 through December 31, 2021).

**BE IT FURTHER RESOLVED** that effective January 1, 2021, non-union employees including elected officials, but excluding County Commissioners and judges, shall receive a 1.5% increase in wages. For those employees whose wages have been red-circled, this 1.5% increase may be reduced to prevent them from exceeding the salary range maximum of their assigned pay grade.

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**BE IT FURTHER RESOLVED** that the interpretation and operation of the benefits outlined above are within the sole discretion of the Livingston County Board of Commissioners and the benefits outlined above may be added to, expanded, reduced, deleted, or otherwise modified by the County Board and such modifications shall be solely within the discretion of the Livingston County Board of Commissioners.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Commissioners is authorized to sign any and all documents needed to effectuate these changes, after approval as to form by civil counsel.

**BE IT FINALLY RESOLVED** that this resolution supersedes all previous resolutions that would apply to the benefits plan for non-union employees, elected officials, and judges.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**