

PERSONNEL COMMITTEE AGENDA

November 18, 2020, 8:30 am

Virtual Meeting Held in Accordance with Public Act 228 of 2020

Zoom Virtual Meeting

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

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

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PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

October 21, 2020, 9:00 am

Virtual Meeting Held in Accordance with Public Act 228 of 2020

Zoom Virtual Meeting Room

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

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

Members Present:

William Green, remotely from Deerfield Township, Michigan

Wes Nakagiri, remotely from Hartland Township, Michigan

Douglas Helzerman, remotely from Handy Township, Michigan

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Green at 9:10am

2. APPROVAL OF AGENDA

Motion to Approve Agenda as presented.

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)

3. CALL TO THE PUBLIC

None

4. APPROVAL OF MINUTES

Minutes of Meeting Dated: September 09, 2020

Closed Session Meeting Minutes Dated: September 09, 2020

Motion to Approve Minutes as presented.

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)

5. TABLED ITEMS FROM PREVIOUS MEETINGS

None

6. REPORTS

Doug Helzerman requested a count of how many abortions have occurred since our change in policy. Jennifer Palmbo has requested the information from BCBS but has not heard back yet.

7. RESOLUTIONS FOR CONSIDERATION

7.1 Administration

Resolution Authorizing Agreement with Nationwide Retirement Solutions in Order to Effectuate Changes Approved by the Retirement Advisory Committee Related to 457 Deferred Compensation Plans –

Motion to Approve the Resolution and move 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 Boards and Committees -

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

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)

8. CLOSED SESSION

- Labor Relations Update

Motion to go into Closed Session at 9:29am.

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)

Motion to Return to Open Session at 9:51.

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)

Elizabeth Hundley-County Clerk, unaware there was not a 2nd call to the public, asked Commissioners if she could speak regarding the hiring freeze. Commissioners agreed. Elizabeth voiced her concern about needing to fill vacant positions before the end of the year. Commissioners, as well as the County Administrator agreed to discuss at the 10/26/20 Board Meeting.

9. ADJOURNMENT

Motion to Adjourn Meeting at 10:04am

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:

Pam Dinsmore

Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION AUTHORIZING THE RECLASSIFICATION OF THE 911 CENTRAL DISPATCH TRAINING COORDINATOR - [CENTRAL DISPATCH]

WHEREAS, the 911 Central Dispatch is revising one current Quality Improvement Specialist position and designating it as a Training Coordinator-911 position; and

WHEREAS, the Training Coordinator – 911 is a new position that will have responsibility for the research, development and implementation of dispatch training programs and the oversight and completion of all state-mandated and department-specific training. The position is responsible for evaluating current systems and operational procedures and developing and implementing recommendations for improvement. The incumbent will have responsibility for all records management, quality assurance and re-training to ensure department-wide achievement of dispatch standards; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Training Coordinator-911 position be classified at Grade 9; and

WHEREAS, the position change will not require a budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of one 911 Central Dispatch Quality Improvement Specialist to a the Training Coordinator – 911 position at Grade 9.

#

**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

October 19, 2020

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

Dear Ms. Palmbo,

This letter is in regard to your request for our firm to conduct a classification analysis for the new position of Training Coordinator – 911 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 Director – 911.
- Spoke with the Director – 911 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 TRAINING COORDINATOR - 911

The Training Coordinator – 911 is a new position that will have responsibility for the research, development and implementation of dispatch training programs and the oversight and completion of all state-mandated and department-specific training. The position is responsible for evaluating current systems and operational procedures and developing and implementing recommendations for improvement. The incumbent will have responsibility for all records management, quality assurance and re-training to ensure department-wide achievement of dispatch standards.

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 1,907 for the Training Coordinator – 911. This would place the position in grade 9 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 OCTOBER 19, 2020**

Classifications Reviewed:	1	#	2	3	#	4	#	5	6	#	7	8	9	10	Recommended Total Points:	Recommended Grade:
Training Coordinator - 911	267	b 3	360	300	e1	0	-	360	120	d 1	110	350	40	0	1907	9
Quality Improvement Specialist - 911	267	b 3	360	280	d3	0	-	360	120	d 1	110	350	60	0	1907	9
Dispatch Supervisor - 911	267	b 3	360	280	d3	60	c 2	360	120	d 1	110	350	60	20	1987	9

**LIVINGSTON COUNTY
JOB DESCRIPTION**

TRAINING COORDINATOR - 911

Supervised By: Operations Manager - 911

Supervises: Communications Training Officers for training purposes

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Operations Manager - 911 is responsible for participating in strategic long range planning to develop department goals, management philosophy, policies and resource utilization to provide effective 911 customer service to the community. Responsible for the research, development and implementation of dispatch training programs and coordinates the department's Communications Training Officer (CTO) system training. Participates in the day-to-day operations of the dispatch center including recruitment, hiring process, and observing and evaluating floor personnel.

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. Responsible for the research, development, and implementation of a comprehensive dispatch training program. Evaluates administrative and procedural activities of the department as related to customer service and makes recommendations for improvement.
2. Ensures completion of and schedules all state-required dispatch training, in-house dispatch training, and continuing education for both union and non-union employees.
3. Maintains and records dispatch training for all employees in both the State of Michigan and 911 central dispatch databases. Responsible for testing personnel for LEIN certification and recertification.
4. Responsible for reviewing accuracy of Daily Observation Reports, and preparing and presenting Weekly Observation Reports. Assures new dispatchers are performing at an acceptable rate and progressing through the training process in a timely manner.
5. Responsible to develop/perform additional training and/or Performance Improvement Plans (PIP) for employees who are performing below the minimum acceptable standards.

6. Oversees departmental dispatch training programs by reviewing forms, reports and other documents for compliance with operational policies and procedures and state requirements.
7. Participates in the departmental accreditation and audit processes.
8. Develops, evaluates and updates new educational programs and testing materials for staff on a regular basis.
9. Researches new developments in 911 operations and provides initial and ongoing training for all dispatch staff.
10. Researches and identifies community education needs and determines an effective strategy for implementation.
11. Assists the department by participating with community organizations to promote the department's image and programs by attending events and preparing materials.
12. Assists with the resolution of internal and/or external complaints.
13. Will be required to perform the duties of a dispatcher/trainer.
14. Will be required to make regular face-to-face contact with all dispatch employees, consistently conduct trainings, and monitor the dispatch performance on all teams.
15. Required to attend various meetings and participate in committees as determined by the Director or designee.
16. Will be required to work a combination of swing shifts and business hours as determined by the Director or designee. Considered an "essential" departmental employee for Livingston County and is required to report to work on time for each shift, even during weather emergencies which would result in other County departments closing for the business day.
17. Required to report to work outside of normally assigned shift when requested for high call volume, weather emergencies, or other high priority incidents not listed.
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:

- High school diploma or GED and four years of progressively increasing responsibilities within a public safety department including experience as a dispatcher and Certified Training Officer (CTO), and experience in a customer service-based industry.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Must obtain LEIN TAC, Emergency Medical Dispatch (EMD), Emergency Fire Dispatch (EFD), Emergency Police Dispatch (EPD), DeWolf CTO, DeWolf Supervisor, Emergency Telecommunicator Instructor (ETC-I) and CPR certifications.
- Michigan Vehicle Operator's License and be in compliance with the Livingston County Safe Driver Policy.
- Working knowledge of the principles and practices of business administration and developing and implementing policies and procedures in an emergency dispatch center.
- Considerable knowledge of trends in 911 training standards and operational needs, equipment related to emergency dispatch, researching, developing, and implementing operations and developing policies and procedures for radio dispatch quality improvement and best practices in a dispatch call center,
- Skill in maintaining accurate and detailed records, and applying local, state and federal laws, rules and regulations.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and assisting with developing policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Possess excellent people skills and have the ability to work both independently and with a group to accomplish assigned tasks, and mentor others to excel in executing dispatch training standards.
- 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 911 technologies, Microsoft Suite applications and specialized communications software, databases and equipment.

- Skill in the use of dispatcher equipment such as radio systems, audio recording equipment, and audio editing software.
- Ability to work a non-traditional schedule and respond to emergencies or service needs on a 24-hour basis.

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 employees required to lift or move objects that exceed this weight.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with Aon to Provide Employee Benefits Broker and Consulting Services - Human Resources

WHEREAS, Resolution 2015-07-141 approved an agreement with Aon for employee benefits broker and consulting services for an initial three-year period from July 22, 2015 to July 21, 2018 and the option to renew for two additional one year periods, Resolution 2018-07-118 approved a two (2) year extension; and

WHEREAS, pursuant to the County’s Purchasing Policy, the County has conducted a bid for broker services to begin January 1, 2021; and

WHEREAS, Aon submitted the lowest priced bid of the vendors responding to the RFP; and

WHEREAS, Livingston County spends approximately \$8 million annually for health care and other benefits for our employees and retirees. In order to ensure we receive the soundest advice for administering this valuable benefit, Livingston County continues to have a need for employee benefits broker and consulting services; and

WHEREAS, performance has been reviewed annually by the County Administrative team and Aon Hewitt has been providing satisfactory performance for the contracted services; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Aon for employee benefits broker and consulting services for a cost not to exceed \$79,000 offset by standard agent commissions for the period of January 1, 2021 through December 31, 2023, with an option to extend for two (2) additional one year periods.

BE IT FURTHER RESOLVED that the Chair of the Board of Commissioners is authorized to sign the above-referenced contract extension upon approval as to form by Civil Counsel.

#

**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Setting Compensation for Livingston County Commissioners for Years 2021 and 2022

WHEREAS, County Commissioners have taken a wage freeze since 2009; and

WHEREAS, the Board of Commissioners has decided to continue to waive any increase for the years 2021 and 2022.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the following salary schedule for County Commissioners for the years 2021 and 2022:

2021/2022

	Board Chair	\$18,114	
	Vice Chair	\$16,024	
	Board Member	\$15,326	
#			#

**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving an Appointment to the Livingston County Community Mental Health Authority Board - Board of Commissioners

WHEREAS, the term of a representative on the Livingston County Community Mental Health Authority Board has expired and the seat has been vacated; and

WHEREAS, the following appointment has been recommended:

Community Mental Health Authority Board

Patrick Bridge Term expires 12.31.2022

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the above referenced appointment and expiration date.

#

**MOVED:
SECONDED:
CARRIED:**



Community Mental Health Services of Livingston County

October 22, 2020

Commissioner Carol Griffith
Livingston County Board of Commissioners
304 E. Grand River Ave.
Howell, Michigan 48843

Subject: Request for appointment to Livingston County Community Mental Health Authority Board: Patrick Bridge

Dear Commissioner Griffith:

This letter is to request appointment of Patrick Bridge to the Livingston County Community Mental Health Authority Board. As you can see from the attached letter he brings a depth of knowledge and expertise that will be an asset to our Board. Mr. Bridge will be replacing Ms. Jan Aubry. She vacated her position after 26 years of service on December 31, 2019.

We ask for his three-year appointment to begin January 1, 2021 and end December 31, 2023. If you have any questions, please let me know. Thank you for your consideration.

Sincerely,

Constance Conklin
Executive Director

Livingston County Board of Commissioners
304 E. Grand River Ave, Suite 201
Howell, Michigan 48843

October 19, 2020

Dear Livingston County Board of Commissioners,

My wife and I moved into the county in July of 2018, after 22 years in Plymouth/Canton. We have spent the last 2 1/2 years getting to know the area and I am now ready to become more involved in my new community. This letter is to indicate my interest in being appointed to the Livingston County Community Mental Health Authority Board of Directors.

I hold a Bachelor of Science in Criminal Justice from Eastern Michigan University, a Master of Science in Security Administration from the University of Detroit, and a PhD in Theoretical Evaluation and Research with a Minor in Community Medicine from Wayne State University. I believe my educational background allows me to bring a unique perspective to the Board, one firmly grounded in research methods and statistics and a deep understanding of the literature that underlies best clinical practices.

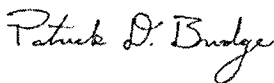
I currently work at the University of Michigan Medical School (UMMS) as the Director of Evaluation, Assessment, and Quality Improvement. As part of my work at UMMS, I serve on several committees, including the Accreditation Steering Committee, Curriculum Policy Committee, and the Competency Assessment Committee to name a few. Prior to working at the UMMS, I worked at Wayne State University (WSU) for 19 years, starting as an Assistant Professor in the Department of Family Medicine and retiring from WSU as an Associate Professor of Family Medicine and Public Health Sciences and Associate Dean for Undergraduate Medical Education in the School of Medicine.

Working at state universities, receiving grants from both the federal government and state of Michigan, I am aware of the importance of using tax dollars wisely. Maintaining a balance between providing clinically proven services by experienced staff while keeping spending within bounds is a constant challenge. The importance of excellent mental health services cannot be overstated. Helping those who struggle with mental illness, assisting families, working with law enforcement and the court system, as well as integrating mental health and physical health services where feasible are all critically important components of a sound mental health system. Livingston County is fortunate to have one of the best Community Mental Health programs in the state. There are many factors that contribute to this success, but clearly having Connie Conklin as Director is critical. I have met with Ms. Conklin and we discussed the role of an effective board member, her vision for continued mental health services in Livingston County, how an effective Board can contribute to reaching that vision, and how I could contribute.

Finally, I will mention that I have seen family members struggle with addiction and mental illness and the positive impact that treatment services can provide, further contributing to my desire to serve on the LCCMHA Board.

In advance, thanks for the opportunity and please do not hesitate to contact me with any questions you may have or if you would like professional or personal references.

Sincerely,



Patrick D. Bridge
4523 Filbert Drive
Brighton, MI 48116
bridgepatrick972@gmail.com