

# PERSONNEL COMMITTEE AGENDA

March 17, 2021, Following Finance  
Virtual Meeting Held in Accordance with Public Act 254 of 2020  
Zoom Virtual Meeting

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

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

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2. **ROLL CALL**
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Resolution Approving Appointments to Livingston County Boards and Committees

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1. Telecommuting Policy
2. Board Committee Appointment Process

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# PERSONNEL COMMITTEE

## MEETING MINUTES

### Livingston County

February 17, 2021, 8:30 am

Virtual Meeting Held in Accordance with Public Act 254 of 2020

Zoom Virtual Meeting

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

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

#### Members Present

Douglas Helzerman, remotely from Handy Township, Livingston County, Michigan

Carol S. Griffith, remotely from Genoa Township, Livingston County, Michigan

Mitchell Zajac, remotely from City of Detroit, Wayne County Michigan

#### 1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Helzerman at 9:40am

#### 2. APPROVAL OF AGENDA

Motion to Approve the Agenda as presented.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

**Roll Call Vote: YES (3):** D. Helzerman, C. Griffith, M. Zajac; **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: January 20, 2021

Motion to Approve Minutes as presented.

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

**Roll Call Vote: YES (3):** D. Helzerman, C. Griffith, M. Zajac; **NO (0):** None; **Absent (0):** None

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

#### 5. TABLED ITEMS FROM PREVIOUS MEETINGS

None

**6. REPORTS**

None

**7. ENERGAGE PRESENTATION**

Tom Devane was present and explained the results from the Energage Employee Survey.

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1 EMS**

Resolution Approving the EMS Department to Increase the Starting Rate of Pay of the newly hired Part Time Billing Specialist to Step 3

Motion to Approve the above Resolution.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

**Roll Call Vote: YES (3):** D. Helzerman, C. Griffith, M. Zajac; **NO (0):** None;

**Absent(0):**None

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

**8.2 Board of Commissioners**

Resolution Approving Appointments to the Livingston County Board of Public Works

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

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

**Roll Call Vote: YES (3):** D. Helzerman, C. Griffith, M. Zajac; **NO (0):** None;

**Absent(0):**None

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

**9. ADJOURNMENT**

Motion to adjourn Meeting at 11:16 am

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

**Roll Call Vote: YES (3):** D. Helzerman, C. Griffith, M. Zajac; **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.

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**Resolution Authorizing the Reclassification of the Communications Manager – County Administration - [County Administration]**

**WHEREAS,** the Communications Manager – County Administration was previously titled: Communications Specialist – IT. With the growing importance of communications to the organization, a decision has been made to centralize the position in County Administration and redefine positional duties; and

**WHEREAS,** it is envisioned that the redefined position will play a key role in strategic communications that will serve to align public relations efforts closely to the County’s marketing and informational objectives and overall mission. Duties will be expanded to include active leadership in all aspects of branding and related campaigns across all media platforms. The position will strive to create uniformity across the organization in regard to public relations and related messaging. Summarily, it is the County’s objective to centralize public information responsibilities into one position that can effectively normalize the County’s public relations systems across the organization, articulate goals and objectives in a consistent manner, and more closely align operations to the County’s mission and responsibilities; and

**WHEREAS,** this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Communications Manager – County Administration position be reclassified from a Grade 8 to a Grade 9; and

**WHEREAS,** the position change may require a future budget amendment.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the reclassification of the Communications Manager – County Administration position from Grade 8 to Grade 9.

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**MOVED:  
SECONDED:  
CARRIED:**

# MUNICIPAL CONSULTING SERVICES LLC

March 7, 2021

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 re-titled position of Communications Manager – Administration in the Livingston County organization. In completing the classification analysis for this new position I have performed the following tasks:

- Reviewed job-related information including the job description information submitted by the County Administrator.
- 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 pay grade structure.

## **BACKGROUND FOR THE POSITION OF COMMUNICATIONS MANAGER – ADMINISTRATION**

The Communications Manager – Administration was previously titled: Communications Specialist – IT. With the growing importance of communications to the organization, a decision has been made to centralize the position in County Administration and redefine positional duties. While the previous position was more grounded in technical responsibilities, it is envisioned that the redefined position will play a key role in strategic communications that will serve to align public relations efforts closely to the County's marketing and informational objectives and overall mission. While the previous technical duties will still be utilized in performing media-related duties and survey research, duties will now be expanded to include active leadership in all aspects of branding and related campaigns across all media platforms. As importantly, the position will strive to create uniformity across the organization in regard to public relations and related messaging. Training will be a key responsibility as will be the need to identify public

issues and concerns and related service needs. Summarily, it is the County's objective to centralize these and other public information responsibilities into one central position that can effectively normalize the County's public relations systems across the organization, articulate goals and objectives in a consistent manner and more closely align operations to the County's mission and responsibilities.

The point factor evaluation for the position, summarized below, considers all duties associated with the re-titled job.

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

As noted above, I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,993 for the Communications Manager – Administration. This would place the re-titled 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 MARCH 7, 2021**

Classification Reviewed:	1	#	2	3	#	4	#	5	6	#	7	8	9	10	Recommended Total Points:	Recommended Grade:
Communications Manager - Administration	383	d 4	360	280	d 3	0	-	360	100	e 2	100	350	60	0	1993	9



## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **COMMUNICATIONS MANAGER – ADMINISTRATION**

**Supervised By:** County Administrator

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

#### **Position Summary:**

Under the supervision of the County Administrator, is responsible for communication efforts designed to increase public awareness and encourage a favorable public image of Livingston County, its departments, programs, and services. The Communications Manager promotes the County through all media types, provides communication counsel and support to the Board of Commissioners and the County's departments, participates in special events, develops communication strategies to disseminate informational, educational, and promotional materials, and provides oversight, maintenance, and standards for the County's internal and external communications.

#### **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.

#### **General**

1. Operates in a confidential manner while providing content for media contacts, special events, and sensitive matters.
2. Executes and leads the County's strategic communication efforts by establishing robust, multi-dimensional communication and marketing processes, which align with the County's overall mission.
3. Provides effective training and education to the Board, Elected Officials, and departments on a variety of topics including public engagement, marketing, social media, and media and community relations.
4. Responsible for preparing, assisting, and reviewing public information for a variety of media, including websites, newsletters, press releases, email, flyers, posters, social media, and special projects.
5. Responsible for research, writing content, presentation, and coordinating details for the Board's annual State of the County Address and End-of-Year Report.

6. May supervise and coordinate communication support activities of intern staff.

## Marketing

7. Develops and maintains the governance of branding for the County, as well as governance and management of other communication vehicles, which may include, but is not limited to, the County's website and social media accounts.
8. Identifies target population for advertising, promotional, and marketing campaigns by gathering demographic statistics and selecting appropriate communication mediums.
9. Manages and monitors the County's social media accounts to identify emerging or trending issues or concerns, audience engagement, and public attitudes, while staying up-to-date with current industry trends and updates, comparable social media policies, enforcement, analytic use, growth strategies, and audiences.
10. Provides effective and frequently updated training based on best practices for staff creating content for departmental social media accounts.
11. Establishes key performance indicators and other success metrics of all County communication platforms in order to provide actionable recommendations and to effectively perform analysis of digital and social media and create internal benchmarks using key metrics such as website analytics, media attention, social media analytics and surveys.
12. Coordinates the County's website content and assists County Offices and Departments in their preparation of text and graphics for this electronic media.

## Community Relations / Public Engagement

13. Analyzes the public's awareness and interest in the services, departments, and objectives of the County, including the impact of past and current communication campaigns, to project the benefits to the population served.
14. Initiates, prepares, and maintains targeted promotional/communications/public relations programs, analytics, and strategies in order to stimulate interest in and increase exposure for Livingston County.

## Media Relations

15. Monitors local media coverage and serves as a liaison between the County and media when needed.
16. Assists County offices and departments with media inquiries and coordinates their handling.

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:

- Bachelor's Degree in business administration, communications, English, journalism, marketing, or related field and six years of progressively more responsible experience in a fast-paced, multi-disciplinary communication management role in matters related to public relations and marketing.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to maintain confidentiality requirements.
- Comprehensive knowledge of the techniques and methods used in creating and evaluating the effectiveness of public relations, marketing, communication, and community relations programs.
- Highly proficient in content creation, monitoring, and maintenance of social media.
- Superior persuasive, narrative, and descriptive writing skills through a variety of mediums.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature.
- Strong skills in proofreading, communication strategies, graphic design, organizational skills, and gathering feedback.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports. Ability to interpret communication analytics to guide content and audience growth.
- Skill in effectively communicating ideas and concepts orally and in writing, as well as making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors for 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, and Adobe Creative Suite.

**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.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing the Reclassification of the Administrative Aide in Fiscal Services to an Administrative Specialist - [Fiscal Services]**

**WHEREAS,** the Administrative Aide position in Fiscal Services has taken on higher level administrative support duties due to historical staffing changes in the Fiscal Services Department; and

**WHEREAS,** over the past several years the Finance unit has changed significantly which also effected the tasks assigned to the team. Historically, there were 2 full time Financial Analysts (in addition to the Financial Officer) and 2 full time Purchasing staff. In 2012, when Cindy Catanach became Finance Officer, her vacant Financial Analyst position was not filled and some of those duties were passed on to the Purchasing Agent. When the Purchasing Agent retired in 2018, that position was not filled, but instead hired an Administrative Aide to assist with the administrative functions for the department which includes Purchasing, Budget/Financial Reporting and Accounts Payable. It has become clear that the expectations from the Admin Aide has permanently been elevated to a higher role to help assist with the shortage of resources from not hiring these positions; and

**WHEREAS,** this Administrative Specialist position has been previously evaluated by Municipal Consulting Services, LLC., who is recommended the Administrative Specialist position be classified at Grade 5; and

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the reclassification of the Administrative Aide in Fiscal Services to an Administrative Specialist changing from Grade 3 to Grade 5.

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**MOVED:  
SECONDED:  
CARRIED:**



# LIVINGSTON COUNTY ADMINISTRATION

LIVINGSTON COUNTY, MICHIGAN

304 E. Grand River Ave., Suite 204 Howell, MI 48843

CINDY CATANACH  
DEPUTY COUNTY ADMINISTRATOR/FINANCE OFFICER

TEL: (517) 540-8727

## MEMO

TO: Livingston County Personnel Committee

FROM: Cindy Catanach, DCA/Financial Officer

DATE: March 10, 2021

RE: Reclassification of an Admin Aide to an Admin Specialist

Over the past several years the Finance unit has changed significantly which also effected the tasks assigned to the team. When I originally came on Board with Livingston County there were 2 full time Financial Analysts (in addition to the Financial Officer) and 2 full time Purchasing staff. When I became Financial Officer in 2012 my vacant Financial Analyst position was not filled and some of those duties were passed on to the Purchasing Agent. When the Purchasing Agent retired in 2018 we also did not replace her position but instead hired a Admin Aide to assist with the administrative functions for the department which includes Purchasing, Budget/Financial Reporting and Accounts Payable. It has become clear that the expectations from the Admin Aide has permanently been elevated to a higher role to help assist with the shortage of resources from not hiring these positions.

The Fiscal Services Admin Aide, Krista, was hired December of 2019 after our previous Admin Aide accepted a position with the Public Defender Office. Being very short handed, the Admin Aide immediately started, and continues, to carry out duties that are well above the level of an Admin Aide. These duties include working with me on annual budget preparation, entering budget amendments/transfers into MUNIS, creating financial reports and spreadsheets needed to track projects, contracts and procurement bids, acts as the back-up for Accounts Payable to process checks, back-up to the Procurement Coordinator on Pcard Administration, bids, and surplus auction, and also required to monitors several org's budgets. In addition, she has also taken over the IT requisitions, invoices, and contract entry role with the transfer of Allison to County Admin. This is just a sample of the tasks that the Admin Aide position has already been performing, most of them for well over a year now. She, and anyone that fills this position in the future, should be compensated fairly for work being done at an Administrative Specialist level.

The cost of this reclassification is an increase of approximately \$3,600 in wages and benefits. I will not be asking for a budget amendment but will absorb the cost within my current budget. Your consideration and support of this reclassification would be greatly appreciated. If you have any questions, please feel free to contact me.

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **ADMINISTRATIVE SPECIALIST**

**Supervised By:** Assigned supervisor or department head

**Supervises:** May serve as a designated leader for other clerical personnel

**FLSA Status:** Non-Exempt

#### **Position Summary:**

Under the supervision of an assigned supervisor or department head, performs a full scope of more complex clerical, administrative and records management functions with extensive internal, public and customer service interaction. Required duties include skill in records management, bookkeeping, database upkeep, customer service and account maintenance and similar activities. Particular duties will be defined by the scope of assigned department activities and related administrative responsibilities. The assigned work requires a high degree of confidentiality and may require the incumbent to function as a designated lead worker.

#### **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. Functions as the more senior clerical and administrative assistant to the assigned supervisor, handling more complex service issues and serving as his/her liaison to other agencies, departments or governments for administrative and data transfer matters.
2. Often assigned to serve as the lead clerical position with responsibility for coordinating the work of others and providing instruction and guidance.
3. Responds to complaints, requests for service or informational requests in person and over the phone. Processes requests following prescribed procedures, or refers inquiry to appropriate party. Recommends and develops improved service and records management approaches as appropriate.
4. Generates forms, correspondence, reports, memos, receipts, vouchers, permits, packets, agendas and other similar documents and/or materials.
5. Monitors and assists in scheduling workload through defined systems. Communicates with field or other personnel and maintains related scheduling, work order and customer service information and databases.

6. Often responsible for communicating assignments to field personnel and coordinating service issues with other governments, agencies and the general public.
7. May assist with budget management including responsibility for maintaining the office budget, tracking accounts and monitoring departmental expenditures and assisting with the administrative aspects of budget preparation.
8. Reviews and ensures the accuracy and completeness of records, forms, documents, attachments, data, and other such materials. Develops more complex spreadsheets and data base processes to record and analyze information.
9. Engages in bookkeeping activities ranging from simple postings to reconciling statements, preparing payroll information, maintaining accounts payable and receivable and reviewing submitted financial documents for completeness.
10. Prepares for, and exchanges financial information and transactions with other governmental entities.
11. May be responsible for assisting the public in understanding and preparing required documents ranging from permit applications to tax and other department-specific service materials.
12. May receipt payments, reconcile accounts and prepare deposits. May disburse funds through defined processes and procedures.
13. Interacts with customers, resolves service issues, maintains related databases and follows related procedural directives. Assists customers in obtaining required information, registration or other service objective.
14. Issues and processes various permits, licenses, applications and service requests, maintaining related records, processing any related notifications or records and scheduling any related activities.
15. Required to learn specialized data base software to perform the specific duties of the assigned department. Must also be proficient in all applicable Microsoft Suite applications.
16. Will be trained in back-up duty for other Administrative Specialist or clerical positions, possibly in multiple work areas.
17. Performs other assigned work as required.

**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 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.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Good leadership skill and the ability to suggest new and improved office techniques as well as quickly grasp the intricacies of administrative systems for the assigned department.
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles and application and administrative support techniques.
- Skill in effectively communicating assigned areas of responsibility orally and in writing and coordinating the workload of others.
- Strong skills in proofreading, performing arithmetic calculations, maintaining accounts and records and following and suggesting refinements to procedural systems.
- 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.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the assigned department and new technologies.

**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 setting where the noise level is quiet and sometimes moderate.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: March 12, 2021

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**Resolution Authorizing the Temporary Reclassification of the Lead Deputy Clerk to a Deputy Court Clerk [District Court]**

**WHEREAS,** the Lead Deputy Clerk position within the Criminal Division of the District Court is a union position with a compensation classification of Grade 4 and currently funded in the Court's budget as such; and

**WHEREAS,** the duties unique to the Lead Deputy Clerk position include training Deputy Court Clerks within the District Court's criminal division and providing back-up coverage for recording in the courtrooms; and

**WHEREAS,** the District Court wishes to temporarily reclassify this position to a Deputy Court Clerk Union Grade 3 in order to evaluate the organizational structure of the Criminal Division for maximum efficiency; and

**WHEREAS,** the temporary reclassification will not require a budget amendment.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the temporary reclassification of the Lead Deputy Clerk position to a Deputy Court Clerk, Union Grade 3 for the remainder of the calendar year or until such time as the Court brings forth subsequent resolution.

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



LIVINGSTON COUNTY, MICHIGAN  
TRIAL COURTS

204 S. Highlander Way, Howell, MI 48843  
Phone 517.540.7637 Fax 517.548.9445  
Email [mlutz@livgov.com](mailto:mlutz@livgov.com)

**MEMORANDUM**

**To:** Livingston County Board of Commissioners

**From:** Marisa Lutz, District Court Administrator

**Date:** March 15, 2021

**RE:** Resolution Authorizing the Temporary Reclassification of the Lead Deputy Court Clerk to a Deputy Court Clerk

The Lead Deputy Court Clerk position is a union position where the essential job functions consist of training Deputy Court Clerks within the District Court's criminal division and providing back-up court recorder coverage in the courtrooms.

The District Court is requesting to temporarily reclassify the union Grade 4 Lead Deputy Court Clerk position to a union Grade 3 Deputy Court Clerk for purposes of evaluating the District Court criminal division's operation. The timeframe of the reclassification is until the end of the 2021 calendar year and will not require an amendment to the Court's budget.

Thank you,

*Marisa Lutz*

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

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

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**Resolution Approving an Appointment to the Livingston County Tax Allocation Board – Board of Commissioners**

**WHEREAS,** it is necessary to appoint the General Public Seat on the Tax Allocation Board whose appointment is in effect during the term of the 2021 Tax Allocation Board; and

**WHEREAS,** the Personnel Committee recommends Chuck Wright for appointment to the Livingston County Tax Allocation Board for a term expiring December 31, 2021.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the appointment of Chuck Wright as the 2021 General Public Member on the Livingston County Tax Allocation Board.

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

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 terms of representatives on the following Livingston County Boards and Committees have expired and/or seats have been vacated; and

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

**Airport Zoning Board of Appeals**

Bill Call ..... Term expires 12.31.2021  
Brian Prokuda ..... Term expires 12.31.2023  
Dennis Bowdoin ..... Term expires 12.31.2023

**Retirement Plan Advisory Committee**

Jennifer Slater ..... Term expires 12.31.2023  
Jeff Warder ..... Term expires 12.31.2023

**Solid Waste Management Committee**

Rick Burns, Environmental Interests ..... Term expires 12.31.2023  
Erv Suida, City/Village Representative ..... Term expires 12.31.2022  
Matt Bolang, Health Interests ..... Term expires 12.31.2023  
Mark St. Charles, General Public..... Term expires 12.31.2022  
Matt German, Twp. Representative ..... Term expires 12.31.2021  
Bob Henshaw, Twp. Representative ..... Term expires 12.31.2022  
Bob Hanvey, Twp. Representative..... Term expires 12.31.2022

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

# # #

**MOVED:  
SECONDED:  
CARRIED:**



**Livingston County, Michigan**  
**Board of Commissioners**  
304 E. Grand River Avenue - Suite 201 - Howell MI 48843

Wes Nakagiri, Chairman  
Carol Griffith, Vice-Chairwoman

TEL: (517) 546-3520  
FAX: (517) 546-7266

**MEMORANDUM**

**To: Livingston County Board of Commissioners**  
**From: Natalie Hunt**  
**Date: March 17, 2021**  
**Re: Resolution to Approve Appointments to the Livingston County Boards and Committees**

***AIRPORT ZONING BOARD OF APPEALS***

The Airport Zoning Board of Appeals consists of five (5) members of the Livingston County Planning Commission. Currently, the Airport Zoning Board of Appeals contains two (2) vacancies and one (1) expired term. The resolution being presented today addresses the two (2) vacancies and one (1) expired term by appointing the other active members of the Planning Commission to this Board.

Members	Term expiration dates
PROKUDA, Brian	12.31.20
**VACANT** To be filled by Dennis Bowdoin	12.31.20
IKLE, Matthew	12.31.21
**VACANT** To be filled by Bill Call	12.31.21
ANDERSON, Bill	12.31.22

***Planning Commission***

Members	Term expiration dates
CLUM, Jeanne	10.31.21
CALL, Bill	10.31.21
BOWDOIN, Dennis	10.31.21
ANDERSON, Bill	10.31.22
**VACANT**	10.31.22
PROKUDA, Brian	10.31.23
IKLE, Matthew	10.31.23

***RETIREMENT PLAN ADVISORY COMMITTEE***

The Retirement Plan Advisory Committee consists of the Livingston County Board of Commissioners Finance Committee Chair, County Administrator, Finance Officer, Treasurer, Human Resources/Labor Relations Director and no more than two employees at large who are participating in the §401(a) or §457 Plans and have worked for the County for at least three (3) years.

The two employee member representatives were determined by a vote of County employees wherein over 165 employees participated to recommend Jennifer Slater and Undersheriff Jeff Warder.

<b>Members</b>	<b>Term expiration dates</b>
CATANACH, Cindy	Statutory Member: Finance Officer
LAWRENC, Kate	Statutory Member: Finance Committee Chair
BURD, Nathan	Statutory Member: County Administrator
NASH, Jennifer	Statutory Member: County Treasurer
PALMBOS, Jennifer	Statutory member: HR Director
SLATER, Jennifer	12.31.2023
WARDER, Jeff	12.31.2023

***SOLID WASTE MANAGEMENT COMMITTEE***

Membership on the Solid Waste Management Committee has expired. The Committee is comprised of nine members and represent the following categories:

<b>Categories</b>	<b># of Member Representatives</b>
Solid Waste Industry	1 member
Environmental Interests	1 member
City/Village Representative	1 member
Health Interests	1 member
Township Representatives	3 members
General Public	2 members





We will have a time during our March 17<sup>th</sup> Personnel Committee meeting to discuss ways to improve commissioner involvement in the appointment process. I have given this proposal to Nathan Burd, Wes Nakagari, and Natalie Hunt for review. Natalie is working on a “Board Manager” program online that will provide a platform with this information. She is planning to give us a presentation of such.

Principles for filling positions that need approval of the County Board of Commissioners.

The goal is to fill these positions with people of integrity who have important skills and knowledge that will help each organization achieve their important goals. The second requirement for these appointments is the willingness to put in the time to regularly be at the meetings and do the research in preparation for the discussion of the meetings. Thirdly we need people who are willing to put the best of the community before purely personal or political advantage.

The plan that we lay out will not try to re-invent the wheel but rather provide a system where commissioners are given timely information early in the process allowing their input at all points. Candidates for each position to be voted on will be vetted through the committee process as any other resolution that has at least 3 presentations for consideration. This will give at least one week for the board to seek more information if desired.

The following information will be given to each commissioner (not to the general public):

1. The name of the committee and its purpose, including the legal justification of the Committee (State Law MCL number, County Resolution number, etc.).
2. The name of the director/elected person for whom the committee is created to help/advise/oversee.
3. Where to find the records of the committee (agendas, minutes, etc.).
4. The number of members allowed on committee.
5. The rules about the special needs for appointments from a special segment of the community.
6. The length of appointment.
7. The name, phone number, email, and/or contact information of each person under consideration who will be put to a vote.
8. Authority and means to remove committee members who do not perform satisfactorily.
9. What other committees does the applicant already serve on.
10. IF an incumbent is being reappointed, include the date/year when the person was initially appointed as well as any special position on the committee (chair/secretary/etc.) on which they may have also served.

If the process includes putting the position on the county employment site, this notice of an opening must be given by email to all commissioners three business days before the opening is announced to the public.

If an interview is needed to narrow the selection process, the chair of the personnel committee and the board chair must be included in the invitation to participate in the interviews.

Douglas Helzerman