

# PERSONNEL COMMITTEE

## MEETING MINUTES

### Livingston County

March 17, 2021, 8:00 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>

#### 1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Helzerman at 9:14am

#### 2. ROLL CALL

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

#### 3. APPROVAL OF AGENDA

Motion to Approve 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)**

#### 4. CALL TO THE PUBLIC

None

#### 5. APPROVAL OF MINUTES

Minutes of Meeting Dated: February 17, 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)**

**6. TABLED ITEMS FROM PREVIOUS MEETINGS**

None

**7. REPORTS**

Jennifer Palmbos gave a report regarding our Employee Engerage Survey. She explained our new Hiring Manager Checklist and the New Hire Surveys that will be sent out to new employees at 3, 6, 9 and 12 months of employment.

Jennifer Slater shared a report on the 2020 Employee Recognition Program.

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1 County Administration**

Resolution Authorizing the Reclassification of the Communications Manager

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 Fiscal Services**

Resolution Authorizing the Reclassification of the Administrative Aide in Fiscal Services to an Administrative Specialist

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)**

**8.3 District Court**

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

Motion to Approve the above Resolution.

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)**

**8.4 Board of Commissioners**

Resolution Approving an Appointment to the Livingston County Tax Allocation Board

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)**

**8.5 Board of Commissioners**

Resolution Approving Appointments to Livingston County Boards and Committees

Motion to Amend the above Resolution and remove Mark St. Charles from the appointment.

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)**

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. DISCUSSIONS**

1. Telecommuting Policy
2. Board Committee Appointment Process

1. Nathan Burd discussed continued telecommuting for some departments post pandemic.

2. Commissioner Helzerman discussed Board Committee Appointment Process

Natalie Hunt explained the new Board Manager Program being implemented in Escribe and how it will work. Anticipating to have it up and running in April.

**10. ADJOURNMENT**

Motion to adjourn Meeting at 10:58 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