

PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

April 21, 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>

Members Present

Douglas Helzerman, Carol S. Griffith, Mitchell Zajac

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Helzerman at 8:46 am

2. ROLL CALL

Members present:

Commissioner Helzerman, Commissioner Griffith, Commissioner Zajac

3. 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)

4. CALL TO THE PUBLIC

None

5. APPROVAL OF MINUTES

Minutes of Meeting Dated: March 17, 2021

Motion to approve the 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

Commissioners Zajac & Helzerman thanked the Drain Department for their hard work.

Jennifer Palmbos announced the change in meeting date from June 9th, 2021 to June 16th, 2021.

8. RESOLUTIONS FOR CONSIDERATION

8.1 County Clerk

Resolution to Approve a Non-Precedent Setting, One Time Only Donation of Vacation Time by Any County Employee Wishing to Participate, to an Employee Within the Clerk's Office.

Motion to approve the above Resolution and move to Finance.

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 Drain Commission

Resolution Authorizing the Reclassification of the Heavy Equipment Operator.

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)

8.3 LETS

Resolution Authorizing the Reclassification of the LETS Trainer / Dispatcher / Driver.

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)

8.4 Sheriff

Resolution Authorizing the Classification Analysis of the Sheriff SWAP Deputy.

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)

8.5 Sheriff

Resolution Authorizing the Classification Analysis of the Sheriff Inmate and Jail Medical Billing Specialist/Central Records Supervisor.

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)

8.6 Sheriff

Resolution Authorizing the Reclassification of the Central Records and FOIA Specialist.

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)

8.7 Sheriff

Resolution Authorizing the Purchase of MERS Service Credit by Deputy Kevin Crane.

Motion by M. Zajac to Table the Resolution to the next Meeting was not supported.

Motion to approve the above Resolution and move to Finance.

Moved By: Carol Griffith

Seconded By: Doug Helzerman

Roll Call Vote: YES (2): D. Helzerman, C. Griffith; **NO (1):** M. Zajac; **Absent (0):** None

Motion Carried (2-1-0)

8.8 County Administration

Resolution to Adopt a Telecommuting Arrangement Policy

Motion to approve the above Resolution and move to Finance with Amendment that County Administration will provide a 6 month review report at the November Personnel Committee meeting.

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)

8.9 Board of Commissioners

Resolution Approving Appointments to Livingston County Boards and Committees.

Motion to Approve the above Resolution.

Moved By: Carol Griffith

Seconded By: Doug Helzerman

Motion to Table the Resolution to the next Personnel Meeting.

Moved By: M. Zajac

Seconded By: C. Griffith

Roll Call Vote: YES (2): C. Griffith, M. Zajac; **NO (1):** D. Helzerman; **Absent (0):** None

Motion Carried (2-1-0)

9. ADJOURNMENT

Motion to Adjourn Meeting at 10:31am

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