



PERSONNEL COMMITTEE MEETING AGENDA

September 15, 2021, 8:00 a.m.

Board of Commissioners Hybrid Meeting

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

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

304 E. Grand River Ave., Board Chambers, Howell, Michigan

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PERSONNEL COMMITTEE MEETING MINUTES



August 18, 2021, 8:30 a.m.

Board of Commissioners Hybrid Meeting

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

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

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Member Present: Douglas Helzerman, Carol S. Griffith, Mitchell Zajac

1. CALL MEETING TO ORDER

Commissioner Helzerman called the meeting to order at 11:02 am

2. ROLL CALL

3. APPROVAL OF AGENDA

Motion to Approve the Agenda as Presented.

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Motion Carried (3-0-0)

4. CALL TO THE PUBLIC

None

5. APPROVAL OF MINUTES

Minutes of Meeting Dated: July 21, 2021

Motion to Approve the Minutes as Presented.

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Motion Carried (3-0-0)

6. TABLED ITEMS FROM PREVIOUS MEETINGS

None

7. REPORTS

- HCMA Interview Committee Report

Administrator Burd spoke regarding the process of interviewing the candidates and moving the selection forward to the Board of Commissioners.

8. RESOLUTIONS FOR CONSIDERATION

8.1 Human Resources

Resolution Authorizing the Reclassification of the Human Resources Generalist to the Deputy Director of Human Resources

Motion to Approve the Above Resolution as Presented.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

Motion Carried (3-0-0)

8.2 EMS

Resolution Authorizing the Grade Placement of the Newly Created EMS Education Instructor Coordinator

Motion to Approve the Above Resolution as Presented.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

Motion Carried (3-0-0)

8.3 EMS

Resolution Approving Reclassifying Four Full-Time EMS Road Supervisors From FLSA Exempt to Non-Exempt

Motion to Approve the Above Resolution and move to Finance.

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Motion Carried (3-0-0)

8.4 EMS

Resolution Authorizing the Reclassification of the Billing Coordinator to the Revenue Cycle and Compliance Manager

Motion to Approve the Above Resolution as Presented.

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Motion Carried (3-0-0)

8.5 EMS

Resolution to Approve the Change of Title for the EMS Operations Manager (Position # 65100103) To EMS Project Manager

Motion to Approve the Above Resolution as Presented.

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

Motion Carried (3-0-0)

8.6 Board of Commissioners

Resolution Approving an Appointment to the Huron-Clinton Metropolitan Authority Board

Motion to Approve the Above Resolution as Presented.

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Motion Carried (3-0-0)

9. CLOSED SESSION

- EMS Bargaining update

Motion to go into Closed Session at 11:40 am

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Motion Carried (3-0-0)

Motion to Return to Open Session at 11:41 am

Moved By: Mitchell Zajac

Seconded By: Carol Griffith

Motion Carried (3-0-0)

10. ADJOURNMENT

Motion to Adjourn Meeting at 11:42am

Moved By: Carol Griffith

Seconded By: Mitchell Zajac

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.

Resolution Authorizing the Filling of an Assistant Prosecuting Attorney II at Above Hire Rate – Prosecutor

WHEREAS, an Assistant Prosecuting Attorney II position is vacant effective September 10, 2021 with the resignation of the incumbent; and

WHEREAS, this position is under the supervision of the Prosecutor and Chief Assistant Prosecuting Attorney and is responsible for performing a wide assortment of prosecutorial duties in District, Family, Probate, Juvenile, Circuit and Appellate Courts while functioning with broad latitude in prosecuting assigned cases; and

WHEREAS, the Prosecutor's office has been experiencing a staffing shortage and a temporary Assistant Prosecuting Attorney II position was posted both internally and externally. While this candidate was recruited by this job posting, there have been no other viable candidates apply; and

WHEREAS, this applicant was interviewed by a team of the Prosecutor, Chief Assistant Prosecutor, Human Resources Director, and an Assistant Prosecuting Attorney II; and

WHEREAS, this applicant has extensive county prosecutorial experience and is appointed by the Michigan Supreme Court as Chairperson of the Michigan Attorney Grievance Commission; and

WHEREAS, based on market conditions and the required experience qualifications, it is recommended to offer the selected candidate starting pay at Grade 13, Step 4 (\$89,370 annually); and

WHEREAS, funding for this position is approved and included in the 2021 operating budget.

THEREFORE BE IT RESOLVED that based upon the preceding considerations, the Livingston County Personnel Committee, pursuant to the Classification and Compensation Administrative Guidelines, authorizes and approves the hiring of the Assistant Prosecuting Attorney II at Grade 13, Step 4.

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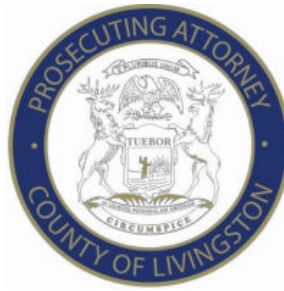
(Note: This determination of starting rate of pay only needs Personnel Subcommittee Approval and does not need to move forward to any other committees) pursuant to the Classification and Compensation Administrative Guidelines passed by the Board of Commissioners.

MOVED:

SECONDED:

CARRIED:

DAVID J. READER
Prosecuting Attorney



CAROLYN J. HENRY
Chief Assistant Prosecutor

JANICE CARPENTER
Victim Advocate

Office of the
LIVINGSTON COUNTY PROSECUTING ATTORNEY

210 South Highlander Way • Howell, Michigan 48843
(517) 546-1850 • Fax (517) 546-0728
<http://www.livgov.com/prosecutor>

To: Board of Commissioners Personnel Subcommittee
From: David Reader, Prosecutor
Re: Valerie White APA 2, Grade 13 Step 4 Request

August 31, 2021

On August 27, 2021 I received a resignation letter from an APA 2, grade 13 step 4, employee who will be leaving our office on September 10, 2021. In our office I have an APA 2 temporary employee, Valerie White who has planned to be with us until the end of year.

As a temporary employee I am currently paying Ms. White an hourly wage that would place her at grade 13 between steps 4 and 5. I chose this salary range for Ms. White based upon her years of experience as a prosecutor and her leadership both as a prosecutor and as the Chairperson of the Attorney Grievance Commission. Her salary from her prior position before joining us as a temporary employee had been much greater than that offered.

I am attaching a copy of Ms. White's resume. You will note that it presents a career of accomplishment both as an attorney and prosecutor. Ms. White has been a prosecutor for over 25 years, handling every type of case that would come before a court. She has served as an assistant, chief assistant and as a prosecutor for Branch County, having been appointed by the Chief Judge of the county to serve in that capacity. In addition, she was appointed by the Michigan Supreme Court to be the chairperson of the Attorney Grievance Commission.

Ms. White is not unfamiliar with our county. As a young attorney she lived here for a period of time. Her husband is a graduate of Howell High School and has been employed in the county for a considerable period of time.

I believe that an offer at grade 13, step 4, is fully warranted given the vast experience Ms. White brings to the table for our office.

Professional Experience

Assistant Prosecuting Attorney – Livingston County

August 3, 2021 – present.

- Felony docket in circuit court.
- Charging misdemeanor and Felony criminal case.
- Petition review, hearings and trial preparation in Child Abuse and Neglect family court matters.
- Charging, Petition review, hearings and trial preparation in Juvenile criminal matters.

Chief Assistant / Assistant Prosecuting Attorney - Branch County

January 1, 2013 to February 2019, January 1, 2021 to June 11, 2021.

Prosecuting Attorney – Branch County

February 2019 to December 31, 2020.

- All aspects of Felony, Misdemeanor and Juvenile criminal cases, from charging, through trial and case resolution.
- All aspects of Child Abuse and Neglect cases - Family Court, from petition through reunification or termination of parental rights.
- Appellate Abuse and Neglect Cases - Michigan Court of Appeals.

Chief Assistant / Assistant Prosecuting Attorney - Hillsdale County

February 1996 to December 31, 2012.

- All aspects of prosecution in all courts.
- Appellate criminal cases from District to Circuit Court.
- Appellate Abuse and Neglect Cases – Michigan Court of Appeals and Michigan Supreme Court.
- Hillsdale County Juvenile Drug Court – implementation through regularly scheduled docket.
- Hillsdale County Family Treatment Court member – implementation through regularly scheduled docket.

Attorney / Law Clerk - Judge Charles Filice - 54A District Court - Lansing

February 1994 - February 1996.

Legal research and memorandums for ongoing cases.

Maintaining Court docket in orderly manner.

Mediating Landlord/Tenant cases.

Education

Thomas M. Cooley Law School - Juris Doctor - January 1993.

Michigan State University - Bachelor of Science - Agricultural Economics and Management - June 1987

Alma High School - Diploma - June 1983

Professional Organizations and Community Activities

Michigan Bar Member since May 1993

Appointed by Michigan Supreme Court to Attorney Grievance Commission (Chair 2019-2021, Vice-Chair 2017-2018)

Member Domestic Violence Task Force of Branch County

Formed Hillsdale Child Death Review Team (chair through 12-31-12)

Member of Hillsdale County Substance Abuse Prevention Coalition through 12-31-12
Member Hillsdale County Intermediate School District Board
Hillsdale Kiwanis Club, Past President and Board member
Secretary, Reading Emergency Unit Board of Directors
Activities through Immanuel Lutheran Church and First United Methodist

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Approve the Change of Title for the Deputy District Court Clerk- Probation Secretary to Probation Coordinator – District Court

WHEREAS, District Court has a staffed position titled Deputy District Court Clerk/Probation Secretary that is funded in the 2021 budget; and

WHEREAS, District Court leadership wishes to change the title to better reflect the duties of the position as well as make minor modifications to the job description as shown in the attached document; and

WHEREAS, District Court leadership has consulted with Human Resources and both agree that these changes are minor and do not require a job evaluation; and

WHEREAS, this position will remain classified as a Union, Grade 4; and

WHEREAS, this title change does not require a budget amendment for 2021 or future years.

THEREFORE BE IT FURTHER RESOLVED that the Personnel Committee hereby authorizes the title change of Deputy District Court Clerk/Probation Secretary to Probation Coordinator for position #13600221, and authorizes the proposed modifications to the corresponding job description.

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NOTE: This title change only needs Personnel Subcommittee Approval and does not need to move forward to any other committees.

MOVED:

SECONDED:

CARRIED:

LIVINGSTON COUNTY COURTS JOB DESCRIPTION

~~DEPUTY DISTRICT COURT CLERK/PROBATION SECRETARY~~ PROBATION COORDINATOR

Supervised By: ~~Division Leader and~~ Chief Probation Officer

Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the ~~Division Leader and~~ Chief Probation Officer, ~~serves as both a court clerk and a secretary to the~~ assists with court clerk duties, performs various administrative tasks, and maintains records for the Probation Division. ~~As secretary, maintains records for the Probation Division and performs other administrative tasks. As a deputy clerk, performs a variety of tasks to assist in the processing of traffic, civil and/or criminal cases. Also responsible for jury related tasks on behalf of the Jury Commission.~~

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.

PROBATION SECRETARY

1. ~~Provides client and customer service in-person, via telephone or correspondence by ascertaining needs, explaining policies and procedures, giving specific instructions and/or referring them to other court locations, staff members, government or professional offices; and/or providing any needed paperwork or forms. May be required to assist clients and specialty court program participants to read and complete forms.~~
2. ~~Coordinates all aspects of the office setting including problem solving support for computer, facility and equipment issues or problems including the ordering of supplies and scheduling or maintenance.~~
- 1.3. Maintains the processing of case files within the Probation Division, creating and organizing both hard copy and electronic documents.
- 2.4. Serves as a resource for court staff on issues related to probation. Works cooperatively with other court employees requiring information or documentation.
- 3.5. Advises on the appropriate course of action and explains courts policies and procedures to attorneys and the public.

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- ~~4-6.~~ Reviews drug/alcohol tests with the Probation Officers and Files all testing results from bonds and probation.
- ~~5-7.~~ Prepares and reviews the Orders of Probation (MIP) with clients scheduling reports for days and appointments and processes necessary paper work and schedules appointments with the assigned Probation Officer to review the order.
- ~~6-8.~~ Assists with surveys. Enters needs surveys into the ADE website and generates reports. Monitors the number of surveys remaining and electronically orders new as needed.
- ~~7-9.~~ Forwards pre-sentence interview reports and probation violation summary reports to the Prosecutor's and Public Defender. Office along with probation violation summary reports.
- 10. Retrieves police reports from the Prosecutor's laser fiche for consideration in pre-sentence interviews. Schedules all pre-sentence interviews in Outlook and maintains schedules.
- ~~8-11.~~ Prepares summary reports from various sources on a monthly basis or as assigned.
- 12. Removes closed files in accordance with retention schedules.
- ~~9-13.~~ Capable of dealing with clients and specialty court program participants who may be hostile, irate, intoxicated, unstable, or violence prone. May need to ascertain a proper course of action to avoid confrontation and physical danger.
- ~~10-14.~~ Performs other duties as directed.

JURY COMMISSION

DEPUTY DISTRICT COURT CLERK

1. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, civil procedures, weddings, schedules, and specific case information; often requires pulling case files.
2. Reviews and processes payment for tickets, court costs, civil filing fees, enters information to computerized cash register and ensures that the proper case file is credited.
3. Opens criminal case files, includes assigning case number and filing formal complaint or appearance ticket, checking cash bonds, ensuring fingerprints are in file, and obtaining driving or criminal record as necessary.
4. Opens and processes a variety of civil matters including general civil, small claims, landlord/tenant cases and garnishments. This includes typing forms, correspondence and legal documents, filing papers, collecting fees, and ensuring case scheduling and the service of process.

5. Opens civil infraction cases, schedules hearing dates, enters to computer and notices defendant and law enforcement agencies.
6. Reviews legal documents such as writs of garnishments and restitution, stipulations, order and briefs, petition for installment payments and others for timeliness, completeness and compliance with the court rules. Examines and enters judgments on civil cases that are adjudicated.
7. Enters case file information, adjournments, dispositions, civil judgment, and other information to computer system.
8. Sends notices, prepares bench warrants, and suspends driver's licenses as authorized. Notifies agency issuing warrant after defendant appears.
9. Processes garnishments, includes receiving, balancing and disbursing monies.
10. Maintains case histories for civil cases and closes cases by recording disposition in case file and on computer. Notifies parties of disposition and files closed cases.
11. Reviews court files to determine readiness for hearings, trials, default judgments, dismissals and other court proceeding; includes checking for service and completeness of documents. Assists the judge and judge's staff.
12. Prints and mails a variety of notices.
13. Closes files by entering disposition to computer and running register of actions, commitments and other necessary documentation. Reviews information on paid tickets and ensures that it coincides with abstract of conviction prior to submission to the Secretary of State.
14. Processes mail, which includes matching checks with the case files and entering payments into the cash register.
15. Forfeits bonds after proper notification of defendant or bonding agency. Processes bond transfers to other courts.
16. Types correspondence, notices, orders and legal documents and performs a variety of support tasks such as copying records and filing tickets and other documents. Prepares certificates on conviction.
17. Assists and backs up other Deputy District Court Clerks and court staff.
18. Responsible for ~~LIEN-LEIN~~ entry and recall. Issues bench warrants as directed by judges. Using the LEIN system.

19. ~~Performs other duties as directed.~~ Performs special projects, assignments or other related

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 equivalent supplemented by college or vocational training in office management techniques and three years of experience in a responsible clerical/administrative/customer service position.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- LEIN Certification within six months of hire date.
- Ability to learn the principles and practices of general office procedures, and local, state, and federal laws, rules, and regulations governing the operations of the State of Michigan District Court and Clerk's Office.
- Ability for creating and reviewing court filings and documentation, and receipting payments.
- Skill in maintaining detailed and accurate records in both electronic and non-electronic formats, and providing customer service.
- Skill in assembling and analyzing data and preparing reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Demonstrated ability to maintain professional integrity and respect for those requiring court services including the ability to effectively meet and deal with the public.
- 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, court officials and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database use and the ability to learn new software programs applicable to the position.

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 and courtroom 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 court or business office setting where the noise level is quiet and sometimes moderate.



LIVINGSTON COUNTY, MICHIGAN
TRIAL COURTS

204 S. Highlander Way, Howell, MI 48843

Phone 517.540.7637 Fax 517.548.9445

Email mlutz@livgov.com

MEMORANDUM

To: Livingston County Board of Commissioners

From: Marisa Lutz, District Court Administrator

Date: September 8, 2021

RE: Resolution to Approve Change of Title for the Deputy District Court Clerk-
Probation Secretary to Probation Coordinator

District Court currently has a position titled Deputy District Court Clerk-Probation Secretary funded in the 2021 budget year. District Court leadership wishes to change the title to better reflect the duties of the position and make minor modifications to the job description (attached).

District Court has reviewed the proposal with Human Resources and both agreed that these modifications are minor and do not require a job evaluation. The position will remain as a Union, Grade 4, and does not require a budget amendment for 2021 or future years.

Thank you for your consideration to this important matter.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Amend Resolution 2021-06-139 Authorizing the Reclassification of the Deputy District Court Clerk-Office Technician to District Court Division Coordinator– District Court

WHEREAS, Resolution 2021-06-139 authorizing the reclassification of the Deputy District Court Clerk-Office Technician position was approved by the Personnel Committee on June 9, 2021; and

WHEREAS, Resolution 2021-06-139 authorized modifications to the job description, namely that the position will serve as the non-supervisory liaison between the District Court Administrator and the District Court Division Leaders of which there are three (3); and

WHEREAS, due to the modified nature of the position, as well as the duties inherent to the position, the District Court believes a more appropriate title for the position is that of District Court Division Coordinator; and

WHEREAS, Resolution 2021-06-139 authorized the reclassification of the position to a Union Grade 6; and

WHEREAS, the position reclassification is no longer budget neutral; and

WHEREAS, the District Court has the appropriate funding to accommodate the expected increase in compensation resulting from the reclassification authorized by resolution 2021-06-139 in the current budget year, as well as the proposed personnel budget for 2022.

WHEREAS, no budget amendment is required to reclassify the Deputy District Court Clerk-Office Technician position (Union Grade 4) to the District Court Division Coordinator (Union Grade 6);

THEREFORE IT BE RESOLVED that the Personnel Committee hereby amends Resolution 2021-06-139 to change the title of Deputy District Court Clerk-Office Technician to District Court Division Coordinator at Court Union Grade 6, dependent on the concurrence of the union representing the Court bargaining unit.

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NOTE: This amendment only needs Personnel Subcommittee Approval and does not need to move forward to any other committees.

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

MEMORANDUM

To: Livingston County Board of Commissioners
From: Marisa Lutz, District Court Administrator
Date: September 8, 2021
RE: Resolution to Amend Resolution 2021-06-139

Resolution 2021-06-139 was approved by the Personnel Committee on June 9, 2021 reclassifying the Deputy District Court Clerk-Office Technician to Chief Deputy Clerk.

The resolution granted modifications to the job description, primarily that the position will serve as a support liaison between the District Court Administrator and the 3 District Court Division Leaders. Due to the modified nature and essential functions of the position, District Court believes a more appropriate title for the position to be District Court Division Coordinator.

The position reclassification is no longer budget neutral; however, District Court has the appropriate funding that will be absorbed in the current budget year and the expected increase is included in the proposed personnel budget for 2022.

Thank you for your consideration to this important matter.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of the Administrative Supervisor to the Project Manager- EMS

WHEREAS, following a change in EMS Directors, the department has undertaken an ongoing reorganization designed to increase productivity and improve internal communication channels. The approved position Project Manager – EMS was previously titled Operations Manager with responsibility for EMS operations and the oversight of field activity and is part of this reorganization; and

WHEREAS, additional duties have now been assigned to the position including greater responsibility for the new projects and the implementation of those projects duties had previously been handled by the EMS Director. These responsibilities span the scope of Licensing and regulatory reporting and require a more comprehensive knowledge of EMS operational requirements pertaining to current laws and rules as related to the rules, laws, and greater responsibility for compliance; and

WHEREAS, the job description was reviewed and approved last month by the personnel committee but not the reclassification.

WHEREAS, EMS has the appropriate funding for this expected increase in compensation which would result from this reclassification in the current and 2022 proposed budget to accommodate this change

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Project Manager – EMS be classified at the nonunion Grade 11.

CURRENT:

Position #	Description	Group	Grade	FTE
65100116	ADMINISTRATIVE SUPERVISOR	NU	9	1.00

PROPOSED:

Position #	Description	Group	Grade	FTE
65100116	ADMINISTRATIVE SUPERVISOR	NU	9	-1.00
65100116	PROJECT MANAGER	NU	11	1.00

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MOVED:

SECONDED:

CARRIED:

David Feldpausch
Director



Amy Chapman
Deputy Director

1911 Tooley Rd * Howell, MI 48855
Business (517) 546-6220 * Fax (517) 546-6788 * Emergency 911
www.livgov.com

Memorandum

To: Livingston County Board of Commissioners
Fr: David Feldpausch, EMS Director
Date: 08/09/2021
Re: Resolution Authorizing the EMS Restructure.

Over the past year I have steadily increased the responsibilities of the current Administrative Supervisor who has risen to every challenge that I have present him with. He has successfully manage a number of large projects, most notably: new vehicle specifications and bid, remount vehicle specifications and bid, change of our scheduling and payroll tracking software, and taking the lead and re-establishing an EMS Safety committee. He has also managed a number of other operational initiatives. I feel he has repeatedly demonstrated his self-worth in performing numerous duties well beyond his current job description.

I am requesting that he be reclassified in to a new job title Project Manager. This job description is very close to the old Operations Manager which we have left vacant and unbudgeted. The Project Manager position was graded at 11, the same as the old Operations Manager, and has been approved by the personnel committee.

I am requesting to eliminate the Administrative Supervisor position and replace it with the Project Manager position. The cost to the department for the remainder of 2020 is about \$4,000 and can easily be absorbed in the existing EMS budget.

If you have any questions or comments, I always welcome them.

David Feldpausch
dfeldpausch@livgov.com
517/294-1853

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Filling of a Senior Appraiser at Above Hire Rate – Equalization

WHEREAS, a Senior Appraiser position is vacant effective September 10, 2021 with the resignation of the incumbent; and

WHEREAS, this position is under the supervision of the Equalization Director and is responsible for appraising and determining the value of more complex properties. This position performs field assessment of properties and assists in the development and compilation of data for tax appraisal and also performs other duties pertaining to data management and customer service; and

WHEREAS, the Equalization department has been experiencing significant turnover recently due to retirements and employees taking other employment opportunities. This Senior Appraiser position was posted both internally and externally, and a total of two applicants applied; and

WHEREAS, this applicant has assessing experience most recently at Hamburg Township, holds the requisite state certifications for Appraisers, and exceeds the educational requirements for the position; and

WHEREAS, based on market conditions and the required education and experience qualifications, it is recommended to offer the selected candidate starting pay at Grade 8, Step 6 (\$63,469 annually); and

WHEREAS, funding for this position is approved and included in the 2021 operating budget.

THEREFORE BE IT RESOLVED that based upon the preceding considerations, the Livingston County Personnel Committee, pursuant to the Classification and Compensation Administrative Guidelines, authorizes and approves the hiring of the Senior Appraiser at Grade 8, Step 6.

(Note: This determination of starting rate of pay only needs Personnel Subcommittee Approval and does not need to move forward to any other committees pursuant to the Classification and Compensation Administrative Guidelines passed by the Board of Commissioners.

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MOVED:

SECONDED:

CARRIED:

Brendan Scheitz

OBJECTIVE

Detail oriented assessing officer seeking to obtain employment where I can develop, and further enhance my knowledge base of assessing. Thus, providing my employer the benefit of my training and education, and thereby creating a stable and successful career.

EMPLOYMENT HISTORY

Hamburg Township - 2018 to present

- Update and maintain tax maps using Microstation and GIS.
- Run reports and extract data from BS&A software.
- Sketch buildings and legal descriptions using APEX software.
- Input clerical data including deeds, PTA's, PRE's, legal descriptions, and land improvements.
- Organize, conduct, and finalize boards of review.
- Balance with county and treasury statistics.

Supreme Window Cleaning - 2016 to 2018

- Administer efficient cleaning of window panes in various public buildings and private residences.
- Maintain all washing equipment in a clean, safe and operable condition.
- Perform regular cleaning of all outside and inside window surfaces.
- Ensure optimal levels of security when working outside with heights and ladders.
- Demonstrate excellence in my work with extreme customer satisfaction.

Wendys - 2013-2015

- Maintained high standards of customer service during high-volume, fast-paced operations.
- Communicated clearly and positively with coworkers and management.
- Mastered point-of-service (POS) computer system for automated order taking.
- Handled currency and credit transactions quickly and accurately
- Followed procedures for safe food preparation, assembly, and presentation

EDUCATION

- MAAO (October 2020)
- Michigan Real Estate Preparation
- University of Toledo
- Eastern Michigan University
- Milan High School

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Modify the Non-Union Employees, Elected Officials, Commissioners, and Judges Benefit Plans for 2022 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, Livingston County 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, as options for employees; and

WHEREAS, CIGNA, Livingston County's provider for life insurance, short- and long-term disability and other voluntary benefits provider, has agreed to an extension for two (2) additional years of our current rates. Therefore, Livingston County Administration is recommending continuing to contract with CIGNA for life insurance, short- and long-term disability coverage and other voluntary benefits offered through the County flexible spending plan; and

WHEREAS, should the IRS employee contribution limits for §125 flexible spending and limited purpose flexible spending, dependent care, or health savings accounts increase to allow employees to increase their voluntary salary reduction, Livingston County will allow for the maximum contribution allowed under law; 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, 2019-09-148, and #2020-09-225 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 2022:

1. Benefit changes effectuated by Resolutions #2020-09-225, #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.

2. The wellness program for regular non-union employees, elected officials, and judges approved in Resolution #2012-09-250 shall continue for the 2022 benefit year.

3. Livingston County shall continue to contract with CIGNA for life insurance, short- and long-term disability coverage as well as other voluntary benefits offered through the County flexible spending plan at the current 2021 rates for a two year period ending not sooner than December 31, 2023.

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 2022 (January 1, 2022 through December 31, 2022).

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:

LIVINGSTON COUNTY

Compliance with PA152:

	2020 - All employees - 80%/20% Sec.4		2020 - All employees - Hard Cap Sec.3	
2020 Total Employee Health Care Cost		<u>\$6,991,045.39</u>		<u>\$ 6,991,045.39</u>
Calculated Caps:	80% Limit:	<u>\$5,592,836.31</u>	Hard Cap Limit:	<u>\$6,734,898.69</u>
2020 Net Employer's Share		<u>\$5,719,334.81</u>		<u>\$ 5,719,334.81</u>
Employer's Share as % of Total		81.8%		
Amount Over/(Under) PA 152 Limit:		\$ 126,498.50		\$ (1,015,563.88)

Assumptions:

1. These are based on 2020 enrollment figures from BCBSM since these are the enrollments on which the fixed fees (Admin and Stop Loss) are based
2. PA 152 Implemented for ALL Active County Employees
3. PPO 4 employee share split between 20% & 10%; PPO 6 & PPO 1 employee share equal to PPO 4 employee share plus buy-up (provided by Livingston County)
4. 2020 Total Employee Health Care Cost includes \$500/\$1,000 H.S.A. seed money

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving an Appointment to the Livingston County Planning Commission – Board of Commissioners

WHEREAS, the term of a representative on the Livingston County Planning Commission has been vacated; and

WHEREAS, a notice of the upcoming vacancy was posted on the home page of the Livingston County website from Monday, August 16, 2021 through Friday, August 27, 2021, as well as published in the local paper on Sunday, August 22, 2021; and

WHEREAS, during the application period two (2) submissions were received from Anna Pennala and Robert Sexton; and

WHEREAS, information received by candidates was distributed to all nine (9) County Commissioners on Monday, August 30, 2021; and

WHEREAS, Livingston County Board of Commissioners Resolution 2021-06-095, Section 15 a, authorizes the Chairman of the Board of Commissioners to nominate one candidate to be considered by the Personnel Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the Board Chairman's nomination and appoints Anna Pennala to the Livingston County Planning Commission for a three (3) year term, beginning November 1, 2021 through October 31, 2024, contingent upon fulfilling to the sole satisfaction of all County background-check requirements and verifications.

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving Appointments to the Livingston County Planning Commission - Board of Commissioners

- WHEREAS,** the terms of representatives on the Livingston County Planning Commission have expired; and
- WHEREAS,** a notice of the upcoming term expirations was posted on the home page of the Livingston County website from Monday, August 16, 2021 through Friday, August 27, 2021, as well as published in the local paper on Sunday, August 22, 2021; and
- WHEREAS,** the current incumbents were the only submissions received for the positions representing agriculture and recreation; and
- WHEREAS,** the incumbents have previously satisfied all County background-check requirements and verifications; and
- WHEREAS,** Livingston County Board of Commissioners Resolution 2021-06-095, Section 15 a, authorizes the Chairman of the Board of Commissioners to nominate one candidate to be considered by the Personnel Committee; and
- WHEREAS,** the Chairman of the Livingston County Board of Commissioners nominates the following re-appointments:

William Call, *recreation* (incumbent) Term expires 10.31.2024
Dennis Bowdoin, *agriculture* (incumbent) Term expires 10.31.2024

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves 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.

Resolution Approving an Appointment to the Michigan Department of Human Services Board - Board of Commissioners

WHEREAS, the term of a representative on the Michigan Department of Human Services Board will expire on October 31, 2021; and

WHEREAS, a notice of the upcoming vacancy was posted on the home page of the Livingston County website from Monday, August 16, 2021 through Friday, August 27, 2021; and

WHEREAS, one submission was received during this application period; and

WHEREAS, Livingston County Board of Commissioners Resolution 2021-06-095, Section 15 a, authorizes the Chairman of the Board of Commissioners to nominate one candidate to be considered by the Personnel Committee; and

WHEREAS, the Chairman of the Board of Commissioners nominates:

Lee Ann Blazejewski Term expires 10.31.2024

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the above referenced appointment and expiration date contingent upon fulfilling to the sole satisfaction of all County background-check requirements and verifications.

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**MOVED:
SECONDED:
CARRIED:**