



## Personnel Committee Meeting Agenda

April 3, 2023

Immediately following the GGHHS Committee meeting.

Hybrid In-Person and Virtual Meeting

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

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

<https://us02web.zoom.us/j/3997000062>

*A quorum of the Board of Commissioners may be in attendance at this meeting.*

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### Pages

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
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6. Approval of Minutes
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10. Adjournment

## Personnel Committee

### Meeting Minutes



March 6, 2023, 7:00 p.m.  
Board of Commissioners Meeting Location  
304 E. Grand River Ave., Board Chambers, Howell, Michigan  
Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC  
<https://us02web.zoom.us/j/3997000062>

Member Present: Frank Sample, Douglas Helzerman, Wes Nakagiri, Martin Smith

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#### 1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Commissioner Sample at 6:45 p.m.  
All rose for the Pledge of Allegiance to the Flag of the United States of America.

#### 2. Roll Call:

Roll call by the recording secretary indicated the presence of a quorum.

#### 3. Approval of Agenda

Motion to approve the Agenda as presented.

It was moved by D. Helzerman  
Seconded by M. Smith

Yes (4): F. Sample, D. Helzerman, W. Nakagiri, and M. Smith

**Motion Carried (4 to 0)**

#### 4. Call to the Public

Nathan Burd, Hartland Township; addressed the members of the Committee.; Michelle;  
Cherie LaRou - Green Oak Township; Sarvosich - Hartland Township

#### 5. Approval of Minutes

##### 5.1 Meeting Minutes dated: February 06, 2023

Motion to approve the Minutes as presented.

It was moved by D. Helzerman  
Seconded by W. Nakagiri

Yes (4): F. Sample, D. Helzerman, W. Nakagiri, and M. Smith

**Motion Carried (4 to 0)**

#### 6. Tabled Items from Previous Meetings: None.

#### 7. Reports: None.

#### 8. Discussion

## **Energage: Employee Engagement Survey Results.**

Jennifer Palmbos; Human Resources Department Director; introduced Tom Devane of Energage to present the report of the Employee Engagement survey. Tom presented a PowerPoint Presentation of information including the objectives of the survey;

Tom will attend the next Dept Directors meeting to address the results with Department Directors. The presentation can be shared with the Full Board, Admin and HR will provide feedback to the Full Board.

## **9. Resolutions for Consideration**

### **9.1 Human Resources**

#### **Resolution to Approve the Sixth Amendment to The Livingston County Retiree Health Care Plan**

Recommend motion to the Board of Commissioners.

Moved by: D. Helzerman

Seconded by: M. Smith

Jennifer Palmbos, Human Resources Department Director, presented the resolution and answered questions from committee members.

Yes (3): F. Sample, D. Helzerman, and M. Smith

No (1): W. Nakagiri

**Motion Carried (3 to 1)**

### **9.2 Equalization**

#### **Resolution Creating the Deputy Director of Equalization Job Classification**

Motion to approve the Resolution.

It was moved by: D. Helzerman

Seconded by: M. Smith

Sue Bostwick, Equalization Department Director, presented the resolution and answered questions from the Committee.

Commissioner Nakagiri requested Commissioners be involved in selection of the Deputy Director, as the Director is appointed by the Board of Commissioners.

Yes (4): F. Sample, D. Helzerman, W. Nakagiri, and M. Smith

**Motion Carried (4 to 0)**

### **9.3 Board of Commissioners**

#### **Resolution Approving the Reclassification of the Board of Commissioners Administrative Specialist to Office Manager.**

Motion to approve the Resolution.

It was moved by: D. Helzerman

Seconded by: M. Smith

Discussion.

Yes (4): F. Sample, D. Helzerman, W. Nakagiri, and M. Smith

**Motion Carried (4 to 0)**

**9.4 Board of Commissioners (2023-02-019)**

**Resolution Amending Resolution 2021-06-095 Establishing Uniform Procedure for Nominating and Selecting Citizens for Board Committee Appointed Positions**

Motion to recommend the resolution to the Board of Commissioners.

Moved by: W. Nakagiri

Seconded by: D. Helzerman

Yes (4): F. Sample, D. Helzerman, W. Nakagiri, and M. Smith

**Motion Carried (4 to 0)**

Motion to amend the resolution to insert: "Department heads involved in the management of a board or committee with a vacancy shall also be notified of the vacancy and the posting," to section #2 after "Commissioners shall receive notice of a posting opening and closing, for the duration of the posting, via the Administrator's newsletter."

It was moved by: D. Helzerman

Seconded by: M. Smith

Yes (4): F. Sample, D. Helzerman, W. Nakagiri, and M. Smith

**Amendment Carried (4 to 0)**

**9.5 Board of Commissioners**

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

Motion to recommend the resolution to the Board of Commissioners.

Moved by: W. Nakagiri

Seconded by: D. Helzerman

Yes (4): F. Sample, D. Helzerman, W. Nakagiri, and M. Smith

**Motion Carried (4 to 0)**

**9.6 Board of Commissioners**

**Resolution Approving an Appointment to the Livingston County Planning Commission**

Motion to recommend the resolution to the Board of Commissioners.

Moved by: D. Helzerman

Seconded by: M. Smith

Yes (4): F. Sample, D. Helzerman, W. Nakagiri, and M. Smith

**Motion Carried (4 to 0)**

**10. Adjournment**

Motion to Adjourn the meeting at 8:06 pm.

Moved by: D. Helzerman  
Seconded by: M. Smith

Yes (4): F. Sample, D. Helzerman, W. Nakagiri, and M. Smith

**Motion Carried (4 to 0)**

  
\_\_\_\_\_  
Natalie Hunt, Recording Secretary

UNAPPROVED

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

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

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**Resolution Approving Appointment to the Livingston County 911 Advocacy Oversight Board (AOB) – Central Dispatch**

**WHEREAS,** Livingston County Board of Commissioners shall appoint all members of the AOB who are not specifically identified officers, or representatives of, specifically identified Local Units or Departments; and

**WHEREAS,** Livingston County Board of Commissioners may appoint a member(s) to the AOB for a term of two (2) years; and

**WHEREAS,** it is recommended by the 911 Advocacy Oversight Board to add the Livingston County Emergency Manager as an additional member to the composition of this board; and

**WHEREAS,** Emergency Manager, Therese Cremona has been recommended to be appointed for a term expiring 12.31.2025.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the addition of the Livingston County Emergency Manager as a member to the 911 Advocacy Oversight Board for the above referenced term to commence upon the approval of this resolution and expire on 12.31.2025.

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



# Livingston County

## 911 Central Dispatch



300 S. Highlander Way  
Howell, Michigan 48843  
Telephone 517.546.4620  
Fax 517.546.5008



**Kecia S. Williams**  
911 Director

**Amy D. Pasienza**  
911 Deputy Director

March 13, 2023

To: Livingston County Commissioners

From: Kecia S. Williams, Director of 911

Date: March 20, 2023

Re: Appointment to the Livingston County 911 Advocacy Oversight Board (AOB)

On behalf of the 911 Advocacy Oversight Board (AOB) members, we request approval to add Emergency Manager Therese Cremona as a two (2) year member to the AOB. As public safety continues to navigate mass casualty incidents, it becomes increasingly clear how important it is to develop the relationship between public safety and Emergency Management.

Protecting the public requires close coordination and unity of effort among all levels of public safety, which includes Emergency Management, as Emergency Management is vital to helping public safety leverage resources, strengthen coordination and improve the information exchange between local, state, and federal authorities.

*Kecia S. Williams*  
*Director of 911*  
*Livingston County Central Dispatch*  
*300 S Highlander Way*  
*Howell, MI 48843*  
*O) 517 540-7682*  
*C) 517 294-6219*  
[kwilliams@livgov.com](mailto:kwilliams@livgov.com)



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 Human Services Collaborative Body – Board of Commissioners**

**WHEREAS,** The Livingston County Human Services Collaborative Body (HSCB) is recommending a new member for the HSCB; and

**WHEREAS,** the following nomination has been recommended by the Human Services Collaborative Body Executive Committee as outlined in the HSCB Bylaws:

**Human Services Collaborative Body**

**New:**

Andrew Hickok, Non-/For Profit ..... Term expires 9.30.2023

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

# # #

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

Livingston County Board of Commissioners,

The Livingston County Human Services Collaborative Body (HSCB) is recommending a new member for the HSCB - Andrew Hickok from Michigan Medicine.

Per the HSCB Bylaws, the Nominating Committee is a committee formed to review nominations for officers and members of the Executive Committee and HSCB general membership. The committee will be composed of four volunteer members of the HSCB. The chair of the Nominating Committee is selected by its members. Open seats are posted via Livingston County Google Group and a notice is sent electronically to the HSCB email group.

The Nominating Committee submitted Andrew Hickok to the HSCB Executive Committee for review and approval. The HSCB Executive Committee voted on December 20, 2022 to approve the membership recommendation which was then approved by the full HSCB on Wednesday, January 25, 2023.

The HSCB asks that you accept and approve this new member which has been vetted through the internal process outlined in the Bylaws of the Livingston County Human Services Collaborative Body.

HSCB Membership Nomination:

Non-/For Profit	Andrew Hickok	New (term ends 9/30/2023)
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**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 2023 Tax Allocation Board; and

**WHEREAS,** one application was received from the prior incumbent, Chuck Wright, during the posting period; and

**WHEREAS,** the Chairman of Board of Commissioners recommends Chuck Wright for appointment to the Livingston County Tax Allocation Board for the 2023 term.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the appointment of Chuck Wright as the 2023 General Public Member on the Livingston County Tax Allocation Board.

# # #

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

**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 Airport Zoning Board of Appeals – Board of Commissioners**

**WHEREAS,** the term of a representative on the Livingston County Airport Zoning Board of Appeals has been vacated upon the resignation of a Planning Commissioner; and

**WHEREAS,** the Livingston County Airport Zoning Ordinance requires that membership of the Airport Zoning Board of Appeals consist of five (5) members of the Livingston County Planning Commission; and

**WHEREAS,** Margaret Burkholder has been appointed by the Livingston County Board of Commissioners to fill the vacancy on the Planning Commission.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the appointment of Margaret Burkholder to the Livingston County Airport Zoning Board of Appeals for a term expiring on December 31, 2025.

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