



## Personnel Committee Meeting Revised Agenda

December 4, 2023

7 p.m. or immediately following GGHS meeting, whichever occurs sooner.

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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	<b>Pages</b>
1. Call Meeting to Order	
2. Roll Call	
3. Pledge of Allegiance to the Flag	
4. Approval of Agenda	
5. Call to the Public	
6. Approval of Minutes	
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7. Tabled Items from Previous Meetings	
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Resolution Approving Appointments to the Livingston Leadership Council  
on Aging

10. **Closed Session**  
Labor Relations Update
11. **Adjournment**

# Personnel Committee

## Meeting Minutes



**November 6, 2023, 7:00 p.m.**

Livingston County Administration Building  
304 E. Grand River, Board Chambers, Howell MI 48843

Member Present: Douglas Helzerman, Wes Nakagiri, Martin Smith

Members Absent: Frank Sample

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**1. Call Meeting to Order**

The meeting was called to order by the Committee Vice-Chair, Douglas Helzerman, at 6:20 pm.

**2. Roll Call**

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

**3. Pledge of Allegiance to the Flag**

**4. Approval of Agenda**

Motion to approve the Agenda as presented.

It was moved by M. Smith

Seconded by Wes Nakagiri

Yes (3): D. Helzerman, W. Nakagiri, and M. Smith

Absent (1): F. Sample

**Motion Carried (3 to 0)**

**5. Call to the Public: None.**

**6. Approval of Minutes**

6.1 Meeting Minutes dated: October 2, 2023

Motion to approve the Minutes as presented.

It was moved by M. Smith

Seconded by Wes Nakagiri

Yes (3): D. Helzerman, W. Nakagiri, and M. Smith

Absent (1): F. Sample

**Motion Carried (3 to 0)**

**7. Tabled Items from Previous Meetings: None.**

## 8. Reports

*Comm. Martin Smith:* Attended the Michigan Workers Compensation Committee with Comp One last week. On Thursday he delivered a check for \$347,000 representing dividends on Claims. Discussion took place regarding where the dividends would be placed.

- Cindy Arbanas, Acting County Administrator, explained that those funds get deposited in the Benefits Fund and will help pay future costs.

## 9. Resolutions for Consideration

### 9.1 Human Resources

Resolution to Accept the Nonunion Classification and Compensation Study Appeal Results as Recommended by MGT Consulting Services, LLC.

Jennifer Palmbos, HR Director, presented the Resolution to the Committee.

Motion to adopt the Resolution.

It was moved by M. Smith

Seconded by Wes Nakagiri

Yes (3): D. Helzerman, W. Nakagiri, and M. Smith

Absent (1): F. Sample

**Motion Carried (3 to 0)**

### 9.2 Emergency Services

Resolution Approving the Job Reviews of the New Education & Quality Improvement Manager and the Reclassification of the EMS Project Manager.

Resolution presented by EMS Director, David Feldpausch.

Motion to adopt the Resolution.

It was moved by M. Smith

Seconded by Wes Nakagiri

Yes (3): D. Helzerman, W. Nakagiri, and M. Smith

Absent (1): F. Sample

**Motion Carried (3 to 0)**

### 9.3 Human Resources

Resolution Authorizing the Board Chair to Sign a Letter of Agreement Regarding the Grievance Procedure Provisions for the Sergeants' and Paramedics' Bargaining Units.

Jennifer Palmbos presented the Resolution as the HR Director.

Motion to adopt the Resolution.

It was moved by W. Nakagiri

Seconded by Martin Smith

Yes (3): D. Helzerman, W. Nakagiri, and M. Smith

Absent (1): F. Sample

**Motion Carried (3 to 0)**

**10. Closed Session:** Collective Bargaining update.

Motion to convene a Closed Session at 6:45 p.m. for the purpose of discussing Collective Bargaining pursuant to MCL 15.268(c).

It was moved by M. Smith  
Seconded by Wes Nakagiri

Yes (3): D. Helzerman, W. Nakagiri, and M. Smith  
Absent (1): F. Sample

**Motion Carried (3 to 0)**

Motion to return to Open Session at 7:01 p.m.

It was moved by M. Smith  
Seconded by Wes Nakagiri

Yes (3): D. Helzerman, W. Nakagiri, and M. Smith  
Absent (1): F. Sample

**Motion Carried (3 to 0)**

**11. Adjournment**

Motion to adjourn the meeting at 7:01 pm.

It was moved by M. Smith  
Seconded by Wes Nakagiri

Yes (3): D. Helzerman, W. Nakagiri, and M. Smith  
Absent (1): F. Sample

**Motion Carried (3 to 0)**



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**Carol Sue Jonckheere**, Recording Secretary

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

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

**Resolution Approving the Reclassification of the 911 Operations Manager to Systems Support Administrator – 911 Central Dispatch**

**WHEREAS,** 911 Central Dispatch wishes to reclassify its Operations Manager position (currently Nonunion grade 12) and has submitted it to MGT Consulting Services, LLC, to be re-evaluated; and

**WHEREAS,** the 911 Systems Support Administrator will oversee the planning, maintenance, and secure operation of its dispatch hardware and software systems including crucial communication tower sites for VHF radio, and radio management within the State of Michigan Public Safety Communications System (MPSCS) that also includes two-way radios, pagers, dispatch consoles, telecommunications, and Computer Aided Dispatch (CAD) systems; and

**WHEREAS,** MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified at a grade 11 of the nonunion pay scale; and

**WHEREAS,** such a reclassification will result in savings for this position.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners Personnel Subcommittee hereby approves the reclassification of the Operations Manager (Nonunion Grade 12) to the 911 Systems Support Administrator at Grade 11 of the nonunion scale.

**CURRENT:**

Position #	Description	Group	Grade	FTE	Status
32500112	OPERATIONS MANAGER	NU	12	1.00	A

**PROPOSED:**

Position #	Description	Group	Grade	FTE	Status
32500112	SYSTEMS SUPPORT ADMINISTRATOR	NU	11	1.00	A

# # #

**MOVED:  
SECONDED:  
CARRIED:**

*NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee.*

**To:** Ms. Jennifer Palmbos

**From:** Rick Labib-Wood, MGT Consulting Group

**Date:** 11/17/2023

**Re:** Job Description, Position Classification, Pay Grade Allocation, and FLSA Recommendation on one in 911 Central Dispatch.

The department has assigned new functions, duties, and responsibilities to the position, and has removed others as discussed below.

- Proposed classification title to reflect changes in duties and responsibilities: **SYSTEMS SUPPORT ADMINISTRATOR – 911** (title before reclassification: Operations Manager 911)

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This memo responds to your request for a classification review of an existing position in 911 Central Dispatch.

**CURRENT TITLE:** OPERATIONS MANAGER – 911  
**RECOMMENDED TITLE:** SYSTEMS SUPPORT ADMINISTRATOR – 911

- 911 Central Dispatch is responsible for the reliable operation of the County's 24/7 dispatch center. The OPERATIONS MANAGER – 911 has been responsible for overseeing the incumbents of the classification OPERATIONS SHFT SUPERVISORS and the dispatchers who report to those supervisors. However, the Department has determined that it requires a strong management-level position to oversee the planning, maintenance, and secure operation of its dispatch hardware and software systems including crucial communication tower sites for VHF radio, and radio management within the State of Michigan Public Safety Communications System (MPSCS) that also includes two-way radios, pagers, dispatch consoles, telecommunications, and Computer Aided Dispatch (CAD) systems.

The position will develop, implement, and administer operating policies and procedures including monitoring and ensuring compliance, and have the technical expertise to program two-way radios, pagers, and dispatch consoles using software packages specific to Motorola and Kenwood radio equipment. The position will also serve as the third level of departmental management just below the Director and the Deputy Director levels and is authorized in the event of absence or vacancy to ensure continued execution of the Director's or Deputy Director's responsibilities. Even though the position is focused on managing the systems that support dispatch operations, it will still have significant managerial and supervisory roles over other employees, some of whom are at a supervisory level as well, and others are in non-supervisory assignments. The position will participate in selection, performance evaluation, and in disciplinary investigations if required.

This shift in focus to the hardware and radio infrastructure on which the 911 dispatch system depends for its reliability and responsiveness results in an assignment of functions and responsibilities sufficiently different from the position's previously

assigned set of duties as to warrant establishment of a new job classification with its own distinct job description. The recommended title for this classification is “SYSTEMS SUPPORT ADMINISTRATOR – 911’ to recognize the refocus of the position from managing the shift personnel in the dispatch center to the responsibility for the reliability, resilience, and security of the infrastructure systems necessary for 911 dispatch to successfully operate. This will include a needed hands-on technical skill set at a management level not currently available within the department.

It is noted that the establishment of this classification does not require additional FTE for the department and will occur within its existing position allocations.

The recommended grade allocation and FLSA placement for this proposed classification are as follows:

- SYSTEMS SUPPORT ADMINISTRATOR – 911 is recommended to be allocated at Grade 11 of the hourly wage schedule for unrepresented employees. The minimum annual wage for a full-time, 12-month position (2080 hours) at Grade 11 is \$78,769.64, and the maximum is \$94,036.80 on Livingston County’s 7-step wage schedule (not including merit steps 8 and 9). The hourly schedule is being recommended due to the shift-related nature of the work cycle, the 24-hour nature of operations, and the likelihood of frequent long-periods of work not typical of other salaried-management employees. The grade-level is recommended based on internal pay relationships among the department’s other executive, management, and supervisory job classifications (Director 911 at Grade 14, Deputy Director 911 at Grade 12, and Operations Supervisor 911 at Grade 9).
- FLSA: MGT Consulting Group recommends that the job classification "SYSTEMS SUPPORT ADMINISTRATOR – 911” be classified as Non-Exempt as it does have work within a 24-hour, 7-days-a-week operation and performs shift work as required including holidays and weekends.

Attached is the proposed job class description for “SYSTEMS SUPPORT ADMINISTRATOR – 911.”

Thank you for this opportunity to be of service to Livingston County. This information serves as the starting point for final review and recommendation to the Personnel Committee and then to the full Board of Commissioners regarding the proposed job class descriptions, grade placements, and FLSA classifications.



**LIVINGSTON COUNTY  
JOB DESCRIPTION**

**SYSTEMS SUPPORT ADMINISTRATOR – 911**

**Supervised By:** Deputy Director of 911  
**Supervises:** Subordinate departmental employees as assigned  
**Department:** 911 Central Dispatch  
**FLSA Status:** Non-Exempt

**Position Summary:**

Under the supervision of the Deputy Director of 911, this position is responsible for managing the P25 800 trunked radio and other communications systems within the Livingston County 911 Central Dispatch Center.

**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. Develops, implements, and administers operating policies and procedures and monitors compliance.
2. Reviews and/or develops various reports regarding department operations, and monitors compliance with applicable standards.
3. Serves as the department liaison regarding the planning and installation of emergency communication systems and their maintenance and administration. Assists the Director and Deputy Director of 911 in negotiating and monitoring service and repair contracts.
4. Investigates sensitive or complex internal complaints against personnel.
5. Assists in the development of emergency preparedness plans and related operations.
6. Assists with ~~Acts as~~ the Master Street Addressing Guide (MSAG) ~~coordinator~~ for the 911 Public Safety Answering Point (PSAP).
7. Serves as the 911 Central Dispatch's Computer Aided Dispatch (CAD) and 911 phone system administrator, the Local Agency Security Officer (LASO) within 911, and point of contact for the State of Michigan's Law Enforcement Information Network (LEIN).

8. Acts on behalf of the Director and Deputy Director of 911 and is authorized in the event of absence or vacancy to ensure continued execution of the Director's responsibilities.
9. Assists in reviewing and overseeing the daily schedule for the operations supervisors, shift leaders, and dispatchers.
10. Monitors Guardian Tracking for appropriate entries regarding the dispatch staff.
11. Oversees and resolves issues concerning radio communications, telecommunications, and Computer Aided Dispatch (CAS) systems.
12. Maintains and resolves issues concerning radio communications, telecommunications, and Computer Aided Dispatch (CAS) systems.
13. Is considered a public safety mission essential, on-call and works within a 24-hour, seven (7) days per week operation and performs shift work as required, which includes working holidays and weekends.
14. Assists the 911 supervisors with ensuring effective and efficient daily operations of the 911 Center.
15. Diagnose, resolve, and communicate solutions necessary to maintain and enhance radio network operation, reliability, and reliability.
16. Responsible for 911 Central Dispatch radio management within the Michigan Public Safety Communications System (MPSCS)
17. Assists in the upkeep of the County's VHF Radio Tower Sites
18. Programs two-way radios, pagers, and dispatch consoles using various software packages specific to Motorola and Kenwood radios
19. Performs all other duties as assigned.

**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 accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in public safety or related field including five years of progressively more responsible experience in dispatch operations including prior supervisory responsibility.
- The County, at its discretion, may consider an alternative combination of formal

education and work experience.

- Emergency Number Professional (ENP) preferred within three years of hire. Emergency Medical Dispatch, Emergency Fire Dispatch, Emergency Police Dispatch CPR and LEIN certifications.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of emergency dispatch and managing the daily activities of an emergency dispatch call center.
- Demonstrated proficiency in operating various management systems/programs within a 911 Central Dispatch center.
- Demonstrated ability to organize and establish operating controls and procedures for the 911 equipment.
- Extensive and hands-on technical knowledge of operating systems relating to 911 technology.
- Advanced knowledge of telecommunications services and networks (voice, data, radio).
- Demonstrated proficiency in troubleshooting, repairing, testing, and maintaining 911 telecommunications components to resolve operational issues and restore services. This includes responding to inquiries from service providers, 911 Public Safety Answering Point personnel, and vendors to provide technical assistance and support.
- Considerable knowledge of applicable telecommunication systems, handling complex or sensitive situations, reviewing, and analyzing operational reports, developing operating policies and procedures, maintaining accurate and detailed records, and applicable local, state, and federal laws, rules, and regulations.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing.
- 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 involving critical public safety issues,
- Skill in the use of office equipment and technology, currently such as Microsoft Suite

applications, database entry and maintenance, GIS/mapping, and the ability to master the Master Street Addressing Guide (MSAG) and Computer Aided Dispatch (CAD) databases.

**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 accommodation 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-size print, view, and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in both an office setting and in field work to 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 25 lbs. without assistance.

The typical work environment of this job is a combination of business office setting where the noise level is quiet and sometimes moderate and outdoor field work assessing equipment, sites, construction activities related to 911 equipment and sites where there is the possibility of loud and/or sudden noise, hazards, and inclement weather.

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

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

**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 will expire on December 31, 2023; 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,** the current incumbent and Planning Commissioner, Dennis Bowdoin, has expressed interest in serving another term.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the appointment of Dennis Bowdoin to the Livingston County Airport Zoning Board of Appeals for a term expiring on December 31, 2026.

# # #

**MOVED:  
SECONDED:  
CARRIED:**

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Approving Appointments to the Livingston County Community Mental Health Authority Board – Board of Commissioners**

**WHEREAS,** the terms of representatives on the Livingston County Community Mental Health Authority Board will expire on December 31, 2023; and

**WHEREAS,** the following incumbents have been recommended by Connie Conklin, CMH Executive Director, for reappointment to the Community Mental Health Authority Board:

Renewals:

Mary Pizzimenti .....	Term expires 12.31.2026
Suzanne Vandemergel .....	Term expires 12.31.2026
Matthew Ikle .....	Term expires 12.31.2026

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

# # #

**MOVED:  
SECONDED:  
CARRIED:**



# Community Mental Health Services of Livingston County

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November 22, 2023

**Commissioner Dave Domas– Chair**  
**Commissioner Frank Sample -Chair of the Personnel Committee**  
**Livingston County Board of Commissioners**  
304 E. Grand River  
Howell MI 48843

**RE: REQUEST FOR RE-APPOINTMENT TO  
LIVINGSTON COUNTY  
COMMUNITY MENTAL HEALTH AUTHORITY BOARD**

Dear Commissioner Sample and Commissioner Domas:

This letter is to serve as written notification of our recommendation to re-appoint the following Livingston County Community Mental Health Authority Board Members upon the expiration of their present term of office, on 12/31/2023:

1. Mary Pizzimenti has served on the CMH Board for five years.
2. Suzanne Vandemergel has served on the CMH Board for two years.
3. Matthew Ikle has served on the CMH Board for four years.

All the Board members listed above have been invaluable to our CMH Board and agency operations based on their vast experience, expertise, and commitment to the mission of our agency.

These CMH Board members have been a great asset during some difficult times and increased needs in our community and bring various expertise and experience. Mary Pizzimenti is also currently serving on our regional board. I am also attaching letters from each of the Board Members requesting re-appointment with some additional information from their initial request to be appointed to the CMH Board that demonstrates their commitment to our agency.





# Community Mental Health Services of Livingston County

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It has been an honor to serve as the Executive Director for the past 11 years with such great leadership by these board members and the other members of our CMH Board. I would like to recommend the re-appointment of all of these board members as they are invaluable to our agency operations and the residents of our county.

If you have any questions, please feel free to contact me at [cconklin@cmhliv.org](mailto:cconklin@cmhliv.org) or at the phone number listed below. Thank you for your consideration.

Sincerely,

**Constance Conklin**

Executive Director of Livingston County Community Mental Health Authority



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Approving Appointments to the Livingston Leadership Council on Aging – Board of Commissioners**

**WHEREAS,** the terms of representatives on the Livingston Leadership Council on Aging have expired and/or seats have been vacated; and

**WHEREAS,** on November 15, 2023, the Livingston Leadership Council on Aging voted to approve the following slate of nominees:

**Renewals**

- Alice Andrews, Community Representative .....Term Exp. 12.31.2025
- Greg Kellogg, LETS ..... Term Exp. 12.31.2025
- Taylor Clark, AAA 1-B .....Term Exp. 12.31.2025
- Lou Ann Lathrop, Recovery Community .....Term Exp. 12.31.2025
- Suzi Snyder, Liv Co Catholic Charities .....Term Exp. 12.31.2025
- Mikki Dudra, Community Representative .....Term Exp. 12.31.2025

**New Members**

- Pat Sliter, Liv Co United Way .....Term Exp. 12.31.2025
- Scott Barb, Liv Co Planning Department .....Term Exp. 12.31.2025

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

# # #

**MOVED:  
SECONDED:  
CARRIED:**

## Livingston Leadership Council on Aging Nominations for 2024

The Livingston Leadership Council on Aging (LLCOA) met on October 18, 2023 and discussed the current renewals. The group agreed that positions should be offered to the existing membership first. A majority decided to stay on board and are listed below.

On November 15, 2023, The Livingston Leadership Council on Aging voted to approve the following slate of nominees.

They were approved unanimously by the LLCOA Membership.

### LLCOA Member Nominations

The following Members have requested renewals for their positions. Each seat is a 2-year term and expires on December 31<sup>st</sup>, 2025.

Alice Andrews	Community Representative
Greg Kellogg	Livingston Essential Transportation Service
Taylor Clark	Area Agency on Aging 1-B
Lou Ann Lathrop	Recovery Community
Suzi Snyder	Livingston County Catholic Charities
Mikki Dudra	Community Representative

New Members approved:

Pat Sliter	Livingston County United Way
Scott Barb	Livingston County Planning Department