



Personnel Committee Meeting Agenda

May 6, 2024

6:15 p.m. or immediately following GGHHS Committee meeting, if later.

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.

Pages

1. Call Meeting to Order
2. Roll Call
Frank Sample - Chairman, Roger Deaton - Vice Chairman, Martin Smith, and Nick Fiani
3. Pledge of Allegiance to the Flag
4. Approval of Agenda
5. Call to the Public
6. Approval of Minutes
 - 6.1 Meeting Minutes dated: April 01, 2024 3
7. Tabled Items from Previous Meetings
8. Reports
9. Resolutions for Consideration
 - 9.1 Health Department Matt Bolang 5
Resolution Authorizing the Reclassification of the WIC Program Specialist
 - 9.2 Health Department Matt Bolang 11
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Resolution Authorizing the Reclassification of the Medical Examiner Investigator positions.
 - 9.4 Emergency Management Therese Cremonte 32

Resolution Affirming the Livingston County Local Emergency Planning
Committee for 2024-2025

10. **Adjournment**

Personnel Committee

Meeting Minutes



April 1, 2024, 6:15 p.m.

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>

Member Present: Roger Deaton - Vice Chairman, Martin Smith, Nick Fiani

Members Absent: Frank Sample

1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Roger Deaton, at 6:35 pm.

2. Roll Call

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

3. Pledge of Allegiance to the Flag

All rose for the Pledge of Allegiance to the Flag of the United States of America.

4. Approval of Agenda

Motion to approve the Agenda as presented.

It was moved by N. Fiani

Seconded by Martin Smith

Yes (3): R. Deaton, M. Smith, and N. Fiani

Absent (1): F. Sample

Motion Carried (3 to 0)

5. Call to the Public

Chuck Wright - Handy Township.

6. Approval of Minutes

6.1 Meeting Minutes dated: March 04, 2024

Motion to approve the Minutes as presented.

It was moved by M. Smith

Seconded by Nick Fiani

Yes (3): R. Deaton, M. Smith, and N. Fiani

Absent (1): F. Sample

Motion Carried (3 to 0)

7. Tabled Items from Previous Meetings: None.

8. Reports: None.

9. Resolutions for Consideration

9.1 Drain Commission

Resolution Authorizing the Reclassification of the Drain Maintenance Worker III.

Motion to Approve the Resolution as Presented.

Yes (3): R. Deaton, M. Smith, and N. Fiani

Absent (1): F. Sample

Motion Carried (3 to 0)

9.2 Health Department

Resolution Approving the Reclassification of the School Liaison Coordinator

Moved by: M. Smith

There was no second, therefore the motion was not considered.

Motion Failed

10. Adjournment

Motion to adjourn the meeting at 6:41 pm.

It was moved by N. Fiani

Seconded by Martin Smith

Yes (3): R. Deaton, M. Smith, and N. Fiani

Absent (1): F. Sample

Motion Carried (3 to 0)



Carol Sue Jonckheere, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of the WIC Program Specialist – Health

WHEREAS, the WIC program currently employs Public Health Nurses but wishes to expand the qualifications of WIC staff to better serve WIC clients; and

WHEREAS, the Health Department wishes to expand the qualifications from Public Health Nurse to also make eligible a Registered Dietitian to serve client needs; and

WHEREAS, no pay adjustment is warranted by this lateral change.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Committee hereby approves the reclassification with no pay change to the WIC Program Specialist.

CURRENT:

| Position # | Description | Group | Grade | FTE | Status |
|------------|---------------------|-------|-------|------|--------|
| 60100122 | PUBLIC HEALTH NURSE | NU | 9 | 0.60 | A |
| 60100119 | PUBLIC HEALTH NURSE | NU | 9 | 0.73 | A |

PROPOSED:

| Position # | Description | Group | Grade | FTE | Status |
|------------|------------------------|-------|-------|------|--------|
| 60100122 | WIC PROGRAM SPECIALIST | NU | 9 | 0.60 | A |
| 60100119 | WIC PROGRAM SPECIALIST | NU | 9 | 0.73 | A |

#

MOVED:
SECONDED:
CARRIED:

LIVINGSTON COUNTY JOB DESCRIPTION

WIC Program Specialist

Supervised By: WIC Program Coordinator

Supervises: No supervisory responsibility

Department: Personal and Preventive Services

FLSA Status: Exempt

Position Summary:

Under the supervision of the WIC Program Coordinator, this position is responsible for providing direct nutrition services to clients and providing technical assistance and consultation to local agency staff and other health professionals in the WIC program.

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. Provides care to individuals according to MI-WIC guidelines and policies.
2. Educates clients in the Women Infant Children program on nutrition and health.
3. Ensures nutritionally high-risk clients are identified, referred as appropriate, and receive appropriate nutritional care.
4. Completes appropriate nutritional assessment and monitoring.
5. Registered Dietitians will develop nutrition high-risk care plans and provide high-risk client education and counseling.
6. Serves as a lead to staff to include assigning and monitoring work and providing direction.
7. Provides professional education and referral services to clients with various health needs, within the agency and in the community.
8. Provides orientation to new staff and students.
9. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends

conferences, workshops, and seminars as appropriate.

10. Complies with the Health Department's quality improvement policy and actively participates in the quality improvement plan.
11. Keep current on up-to-date breastfeeding information and practices and provide education and counseling to clients within scope. Refer to higher level breastfeeding consultant when appropriate.
12. Reviews vaccination records for all age groups and makes vaccine recommendations based on current ACIP recommendations.
13. Performs and documents anthropometric measurements
14. Performs and documents hematologic testing (Lead and Hemoglobin levels)
15. Perform dental screenings and apply fluoride varnish as appropriate.
16. Conducts individualized home visits on clients with transportation difficulties. Brings breast pump, weight checks on baby, troubleshooting with breastfeeding, emotional support, and referrals to community resources.
17. Prepares breast pump information and instructs clients on use and care.
18. Registered Nurses may be required to fulfill other job responsibilities as detailed in the Public Health Nurse job description as directed by the PPHS Director.
19. Perform 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 accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in nursing, nutrition or dietetics and two years of progressively more responsible experience in public health.
- Advanced Lactation Certification (i.e., IBCLC, LCE, etc.) preferred.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Current Licensed Registered Dietitian or Licensed Registered Nurse license in the State of Michigan.

- Michigan Vehicle Operator's License.
- Through knowledge of the principles and practices of WIC and public health.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skills in providing healthcare education and services to a variety of clients.
- 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.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, software programs utilized by the Livingston County Health Department, and applicable medical devices.
- Ability to respond to emergencies or service needs on a 24-hour basis.
- Knowledge health and nutrition for pregnant, postpartum, and breastfeeding women as well as infants and young children.
- Knowledge of organization and standard operating procedures for the Women Infant Children program and immunization program.
- Knowledge of current vaccinations and recommendations.
- Skill in performing capillary hematologic testing.
- Skill in Michigan WIC, EMR, and Michigan Care Improvement Registry programs.
- Skill in providing anthropometric measurements.
- Knowledge in community resources.
- Ability to communicate with an interdisciplinary team effectively.
- Knowledge of Information Technology specific to electronic medical record.

- Knowledge of protocol writing.
- Skill in Microsoft office, including Excel, Word, and PowerPoint.
- Ability to communicate effectively by using motivational interviewing.
- Knowledge to educate the public on nutrition.
- Knowledge on how to use a breast pump and the skill to show someone and help them get the correct fit into the flange.
- Knowledge on troubleshooting issues with breastfeeding to help make the public successful in breastfeeding.
- Skill in educating patients and families about vaccines and their preventable disease.
- Skill in educating and managing care and treatment of a patient and families with elevated lead levels.

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 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 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals, and situations while performing required duties.

Close vision (clear vision at 20 inches or less).

Color vision (ability to identify and distinguish colors).

Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point).

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).



LIVINGSTON COUNTY HEALTH DEPARTMENT

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Howell, Michigan 48843-7578

www.lchd.org

PERSONAL/PREVENTIVE HEALTH SERVICES

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ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858
F: (517) 546-9853

April 16, 2024

To: Livingston County Board of Commissioners – Personnel Committee

From: Matt Bolang

Re: Resolution Approving the Reclassification of the WIC Program Specialist

The attached resolution requests the Personnel Committee to approve the job description and title change for two of our Public Health Nursing positions that work in our WIC program. Due to a current vacancy, we desire the option to include Registered Dietitian as an option for qualifications when posting for the opening. The skillset of a Dietitian more aligns with the services provided to our WIC clients. We will also continue to accept Registered Nurse candidates as appropriate.

There is no cost change for this request and is simply a change in job description and title for two current part-time positions.

Please do not hesitate to contact me should you have any questions.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of the WIC Program Coordinator – Health

WHEREAS, the WIC Program Coordinator position is responsible for the supervision and coordination of the WIC Program and for providing nutrition counseling to WIC participants and other clients referred from the Personal Preventive Health Services program; and

WHEREAS, certain job requirement changes needed to take place in order that the position remain compliant with licensing requirements for a registered dietitian in WIC. Registered Dietitians require a Master’s degree to be certified by the state; 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 based on these changes; and

WHEREAS, there are sufficient funds in the Health Department budget to cover the increased costs.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners Personnel Committee hereby approves the reclassification of the WIC Coordinator position to Grade 11 of the nonunion pay scale.

CURRENT:

| Position # | Description | Group | Grade | FTE | Status |
|------------|--|-------|-------|------|--------|
| 60100124 | NUTRITIONIST / WIC PROGRAM COORDINATOR | NU | 10 | 1.00 | A |

PROPOSED:

| Position # | Description | Group | Grade | FTE | Status |
|------------|-------------------------|-------|-------|------|--------|
| 60100124 | WIC PROGRAM COORDINATOR | NU | 11 | 1.00 | A |

#

#

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MOVED:
SECONDED:
CARRIED:

To: Ms. Jennifer Palmbos
From: Joel Palladini, Analyst
Sheena Horton, Director
Date: 4/24/2024
Re: Pay Grade Evaluation

This memo responds to your request for a pay grade evaluation of the following classification:

1. WIC Program Coordinator

- It is our understanding that the **WIC Program Coordinator** position is responsible for the supervision and coordination of the WIC Program and for providing nutrition counseling to WIC participants and other clients referred from the Personal Preventive Health Services program. Performs other duties as indicated below.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected a hybrid benchmark that includes, “Nutritionist” and “Senior Registered Clinical Dietitian” (100%) from Salary.com’s CompAnalyst database (Ann Arbor, MI (Metro) | All Industries | All FTEs, base average: \$78,100).

Based on our assessment of position duties, Livingston County’s 2024 pay grade scale, and relevant external market data obtained from Salary.com CompAnalyst, we recommend the following:

- Grade Placement – Based on further analysis, MGT recommends **11** of Livingston County’s 2024 pay grade scale to ensure market competitiveness. We are looking at a targeted industry of “All Industries” for all FTEs. The minimum salary for this recommended group is \$69,100, the midpoint salary is \$76,900 and the maximum salary is \$85,900. After further market analysis, the average salary of \$78,100 fits in the recommended pay grade range of Livingston County’s 2024 Pay scale.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the WIC Program Coordinator.


Sources:

<https://companalyst.salary.com/>

WIC Program Coordinator

Salary.com CompAnalyst

| Title | Description | Base Average Salary | Weight |
|--------------------------------------|--|---------------------|------------|
| Nutritionist | <p>Reviews physicians diagnosis and designs and implements therapeutic nutritional care plans for patients utilizing general dietetic standards and regulations. Monitors and documents patient progress and consults with physicians as needed. Educates and provides guidance to staff, patients, and families regarding diet and food plans. Administers and advises food service operations to ensure menus comply with prescribed nutritional plans. Requires a bachelor's degree. Typically reports to a supervisor/manager. Requires Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN).</p> <p>P02-Intermediate : Gains exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience.</p> | \$69,700 | 1.0 |
| Senior Registered Clinical Dietitian | <p>Reviews physicians diagnosis and designs and implements therapeutic nutritional care plans for patients utilizing general dietetic standards and regulations. Monitors and documents patient progress and consults with physicians as needed. Educates and provides guidance to staff, patients, and families regarding diet and food plans. Administers and advises food service operations to ensure menus comply with prescribed nutritional plans. May supervise less experienced dietitians. Requires a bachelor's degree. Requires Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN). Typically reports to a supervisor or manager.</p> <p>P03-Senior (Career Level) : Work is generally independent and collaborative in nature. Contributes to moderately complex aspects of a project. Typically requires 4 -7 years of related experience.</p> | \$77,600 | 1.0 |
| | Ann Arbor, MI (Metro) All Industries All FTEs | \$78,100 | 1.0 |

| SCOPE  | BASE(000s) | | | |
|---|------------|------|------|------|
| | 25TH | 50TH | 75TH | AVG. |
| Ann Arbor,MI (Metro) All Industries All FTEs | 69.1 | 76.9 | 85.9 | 78.1 |
| Lansing,MI (Metro) All Industries All FTEs | 64.8 | 72.2 | 80.6 | 73.3 |
| Michigan (State) All Industries All FTEs | 66.2 | 73.7 | 82.5 | 74.9 |

LIVINGSTON COUNTY WIC PROGRAM COORDINATOR

Supervised By: Director of Personal/Preventive Health Services/Deputy Health Officer

Supervises: Serves as Direct Supervisor for WIC staff

Department: Health Department

FLSA Status: Exempt

Position Summary:

Under the supervision of the Director of Personal/Preventive Health Services/Deputy Health Officer, this position is responsible for supervision and coordination of the WIC Program and providing nutrition counseling to WIC participants and other clients referred from the Personal Preventive Health Services program. Performs other duties as indicated below.

Essential Job Functions- WIC Coordinator:

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. Act as liaison with the Michigan Department of Health and Human Services WIC Division. Disseminates all relevant communications from MDHHS to staff.
2. Ensures adherence with state and local policies and procedures within the agency, through training, monitoring, and quality assurance processes.
3. Complies with the Health Department's quality improvement policy and actively participates in quality improvement projects.
 - Conducts chart audits and performs clinic observations.
 - Recommends staff trainings, both internal and external.
 - Prepares and analyzes program reports to assess current services.
 - Evaluates service delivery and initiates and implements program revisions.
4. Acts as direct supervisor to WIC staff.
5. Assures that the Standard Operating Procedures for WIC are current and updated as needed.
6. Identifies need for staffing, equipment, and supplies in his/her area of assignment.
7. Acts as the primary resource to staff for program issues and assures they are updated on changes.

8. Serves as a lead to staff to include training, monitoring work and providing direction.
9. Provides and documents referrals made to health and social services.
10. Conducts and manages monthly reviews regarding WIC client certifications, formula usage, and high-risk appointments and follow up. Organizes outreach activities, as appropriate.
11. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth.
12. Attends state-mandated coordinator meetings, participates in WIC work groups, and program updates.
13. Participates in agency, intra-agency, and community committees and task forces, as assigned.
14. Responsible for the quality control of lab testing, including lead testing.
 - Creates and provides laboratory training on quality control, proper lab techniques and laboratory guidelines per MDHHS Michigan Department of Health and Human Services and WIC policy.
 - Maintains documentation of lab results, assesses, and makes referrals, and maintains and reports on tests performed by the Health Department.
 - Maintains, updates, and prepares reports for the County's lead testing database, including creating monthly and quarterly reports.
15. Perform all other duties as assigned.

Essential Job Functions- Registered Dietitian:

1. Provides required nutrition services to high-risk clients.
2. Provides individual counseling and develops an individualized nutrition care plan for WIC participants designated as nutritionally high risk.

Essential Job Functions- Nutrition Education Coordinator:

1. Functions as Nutrition Educator according to the WIC policy and procedures manual and develops, implements, and evaluates WIC group sessions.
2. Responsible for organizing coupons, nutritional education, and resource distribution for the Project Fresh program.

3. Manages Livingston County, The Special Supplemental Nutrition Program for Women, Infants, and Children clinic and program including supervising the staff that work for the program.
4. Reviews Livingston County's The Special Supplemental Nutrition Program for Women, Infants, and Children budget and caseload information and requests adjustments as necessary.
5. Prepares monthly and quarterly reports sent to the state Special Supplemental Nutrition Program for Women, Infants, and Children office.

Essential Job Functions- CPA:

1. Provides direct nutritional services to clients.
2. Provides certification evaluation for all income eligible applicants and participants.
3. Provides technical assistance and consultation to staff and other health professionals in nutrition services.
4. Initiates, maintains, and updates client care plans and completes program documentation within recommended time parameters.

Essential Job Functions- Breastfeeding Coordinator:

1. Functions as the WIC breastfeeding coordinator and as Certified Lactation Specialist providing breastfeeding counseling and support to WIC clients.
2. Keep current with up-to-date breastfeeding information.
3. Educates clients on the use of breast pumps, including pumping procedures and equipment maintenance and proper milk storage techniques.
4. Oversee the LCHD Breast Pump Program.
 - Responsible for ordering, inventory, distribution and maintenance of breastfeeding supplies and equipment and completion of appropriate documentation.
5. Identify, coordinate, and collaborate with community breastfeeding stakeholders.
6. Manage and mentor Breastfeeding Peer Counselor staff.
7. Evaluates education materials and breastfeeding classes for accuracy and positive presentation of breastfeeding.

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

Requirements include the following:

- Master's Degree in Dietetics or related field and one year of experience in nutrition in public health.
- Licensed and Credentialed as a Registered Dietitian by the Commission on Dietetic Registration (CDR)
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified Lactation Counselor or Lactation Counselor and Educator or International Board-Certified Lactation Consultant.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of nutrition and public health.
- Considerable knowledge of individual dietary assessment, breastfeeding counseling and nutrition, and WIC program policy and procedures.
- Skill in effectively communicating ideas orally and in writing.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and maintaining records.
- 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, clients, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software programs utilized by the Livingston County Health Department.

- Knowledge of pediatric and maternal nutrition and ability to translate this knowledge into education for parents and children.
- Ability to assess clinical breastfeeding issues and develop a care plan to increase breastfeeding duration and satisfaction.
- Ability to assess and develop care plans for nutritional high-risk clients.
- Ability to communicate and develop relationships with all types of individuals, from other professionals to Special Supplemental Nutrition Program for Women's, Infants and Children clients.
- Skill in measuring height and weight of infants, children, and adults.
- Skill in conducting fingerstick blood tests to perform Lead and hemoglobin tests on site.
- Knowledge of state and local WIC policies and procedures.
- Ability to manage coworkers, submit time and perform employee performance reviews.
- Ability to plan and staff the Special Supplemental Nutrition Program for Women's, Infants and Children program for successful daily operation.

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 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 employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals, and situations while performing required duties.

Close vision (clear vision at 20 inches or less).

Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).



LIVINGSTON COUNTY HEALTH DEPARTMENT

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PERSONAL/PREVENTIVE HEALTH SERVICES

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ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858

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April 16, 2024

To: Livingston County Board of Commissioners – Personnel Committee

From: Matt Bolang

Re: Resolution Approving the Reclassification of the WIC Program Coordinator

The attached resolution requests the Personnel Committee to approve the job description and associated pay scale changes for our WIC Program Coordinator position. This revised position description was evaluated by our consultant, MGT, and they have suggested a change from Grade 10 to Grade 11.

This position is responsible for the oversight and coordination of our WIC (Women, Infants, and Children) program. One of the minimum qualifications for this position includes being credentialed as a Registered Dietitian. There was a recent change by the Commission of Dietetic Registration that now requires a master's degree in order to sit for the exam. This change happened after the county's salary study was completed.

We revised the job description to include the master's degree requirement, along with clarifying some of the other job responsibilities. This position provides comprehensive WIC Coordination which includes the supervision and management of staff, Registered Dietitian consultation to clients, coordinates our Nutrition Education program, and coordinates our Breastfeeding program.

We agree with MGT's recommendation to move this position to Grade 11. This also aligns with other Coordinator positions in the department.

Please do not hesitate to contact me should you have any questions.



CONTACT INFORMATION

Requester: Matt BolangTitle of Requester: Health OfficerDept. Phone Number/Extension: 517-522-6870Date Requested: 04/10/2024

POSITION INFORMATION

Position Title: WIC CoordinatorSupervisor: Lindsay Kalberer

1. Is the purpose of this request to fill a position as a result of a vacancy?

Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position?

Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position?

Yes ☐ No ☒

From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position?

Yes ☐ No ☒

If so, Current Department: _____

Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: _____Justification of request / change of position (REQUIRED): This is to reclassify the WIC Coordinator position from a grade 10 to a grade 11. Pending BOC approval at the May 6 Personnel Meeting.

FUNDING INFORMATION

Base Annual Salary: 39.00/hr - 81,120.00/yr.
\$41.38/hrThis position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100Allocation (Required): Current: Org. 22160100 % 100

Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐Enterprise Fund ☐Special Revenue Fund ☒Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____

Date _____

Department Head [Signature]Date 4/15/24

HR OFFICE ONLY

Job Class: 7092Job Title: Nutritionist/WIC Program CoordinatorGrade/Step: N11H / 1FTE: 1.0Employee Group: NUHR Reviewed: Amy HillDate: 04.16.2024

BUDGET OFFICE ONLY

Position Control # 60100124 ☒Org. 22160100Funds Available: Yes ☐ No ☐Object Code: 704000 ☒706000 ☐706001 ☐Comments: Requires BOC approval

Budget Reviewed: _____

Date: _____

Resolution #: _____

Board Authorized on Date: _____

Funding Org
22160100

Current @ Current Year Annual
2024

Proposed @ 2024 Annual
2024

Nutritionist / WIC Program

Coordinator

Grade 10 - Step 2

Non Union

Annual Cost

WIC Program Coordinator

Grade 11 - Step 1

Non Union

Annual Cost

Annual Costs

| | | | | | |
|--------------------|----|---------|----|---------|----------|
| Salary | \$ | 75,970 | \$ | 81,133 | |
| FICA | \$ | 5,812 | \$ | 6,207 | |
| Pension | \$ | 15,273 | \$ | 15,273 | |
| Health | \$ | 11,890 | \$ | 11,890 | |
| Workers Comp | \$ | 213 | \$ | 227 | |
| Longevity | | | | | |
| Life | \$ | 182 | \$ | 195 | |
| LTD | \$ | 210 | \$ | 224 | |
| STD | \$ | 584 | \$ | 624 | |
| RHC - Savings | | | | | |
| Total Annual Costs | \$ | 110,134 | \$ | 115,773 | \$ 5,639 |

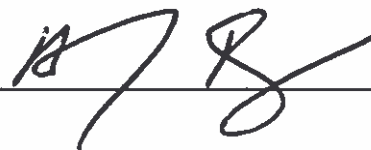
Annual Difference
+ / (-)

Partial Year

| | | | |
|-----------------------------|-----------------|-----------------|----------|
| Estimated Hire/Recalss Date | <u>5/6/2024</u> | <u>5/6/2024</u> | |
| Weeks Remaining | 33 | 33 | |
| Partial Year Amount | \$ 69,892 | \$ 73,471 | \$ 3,579 |

Partial Year
Difference
+ / (-)

Department Director



Date

4/17/24

Fiscal Services



Date

4/17/2024

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reclassification of the Medical Examiner Investigator positions. – Emergency Medical Services

WHEREAS, the EMS Department provides administrative support for the statutorily required Medical Examiner function of the County; and

WHEREAS, the pay rate for the Medical Examiner Investigators had not been evaluated for many years and was not included in the recent wage study performed by MGT. The Medical Examiner Investigators were also not in a current grade on the County wage scale; and

WHEREAS, the EMS Director, working with the Human Resources/Labor Relations Director, requested that this job be reviewed. The results of the MGT Consulting Services, LLC. evaluation was a recommendation all Medical Examiner Investigator positions to be paid at a grade 9 on the nonunion pay scale. MGT did not have a recommendation for the on call pay or transport fee, only an hourly rate; and

WHEREAS, the EMS and HR/Labor Relations Directors concur that the on call pay should be equal to one hour of the straight time pay rate for every 8 hour of on call time scheduled. They further concur that the transport fee should be eliminated and the time performing the transport be paid at the hourly rate.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Medical Examiner Investigators to be paid at Grade 9 of the Nonunion Pay Scale and receive one (1) hour of wages for every 8 hours of scheduled on call time. The Transportation Fee is hereby discontinued and they continue to be ineligible for paid time off, including Personal Days.

CURRENT:

| Position # | Description | Group | Grade | FTE | Status |
|------------|-------------------------------|-------|-------|------|--------|
| 64800110 | MEDICAL EXAMINER INVESTIGATOR | EXAM | NA | 3.09 | A |

PROPOSED:

| Position # | Description | Group | Grade | FTE | Status |
|------------|-------------------------------|-------|-------|------|--------|
| 64800110 | MEDICAL EXAMINER INVESTIGATOR | NU | 9 | 3.09 | A |

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes any necessary supplemental appropriation and budget amendments to effectuate the above.

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MOVED:

SECONDED:

CARRIED:

To: Jennifer Palmbos, SHRM-SCP
From: Joel Palladini, Analyst
Rick Labib-Wood, Project Director
Sheena Horton, Director- Human Capital
Date: 4/24/2024
Re: Pay Grade Evaluation

This memo responds to your request for a pay grade evaluation of the following classification:

1. Medical Examiner Investigator

- It is our understanding that the **Medical Examiner Investigator** position is responsible for forensic investigations through the utilization of accepted procedures, documents death scenes, and to assist in the collection of evidence in support of the Medical Examiner's office. Performs field interviews at death scenes and conducts research both in the office and in the field. Transport bodies when necessary to morgue. Medical Examiner investigators should have a combination of education and skills encompassing areas of medicine and law.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected a hybrid benchmark that includes, "Case Manager, "Criminal Investigator" and "Emergency Services Manager" (100%) from Salary.com's CompAnalyst database (Lansing, MI (Metro), All Industries | All FTEs, base average: \$86,400).

Based on our assessment of position duties, Livingston County's 2023 pay grade scale, and relevant external market data obtained from Salary.com CompAnalyst, we recommend the following:

- Grade Placement – Based on further analysis, MGT recommends **9** of Livingston County's 2023 pay grade scale to ensure market competitiveness. We are looking at a targeted All Industries for all FTEs. The minimum salary for this recommended group is \$71,000, the midpoint salary is \$86,400 and the maximum salary is \$95,600. After further market analysis, the average salary of \$86,400 fits in the recommended pay grade range of Livingston County's 2023 Pay scale.

MGT believes this recommendation will appropriately reflect the level of skill, responsibility, and duties of the Medical Examiner Investigator.

Sources:
<https://companalyst.salary.com/>

Medical Examiner Investigator
Salary.com CompAnalyst

| Title | Description | Base Average Salary | Weight |
|----------------------------|---|---------------------|--------|
| Case Manager | <p>Coordinates the overall interdisciplinary plan of care for patients, from admission to discharge. Monitors care and acts as a liaison between patient/family, healthcare personnel, and insurers. Evaluates the needs of the patient, the resources available, and recommends and facilitates the plan for the best outcome. Develops a discharge plan that provides the best available resources to meet ongoing patient needs and that encourages compliance with medical advice. Identifies patient care issues and suggests revisions to or new clinical pathways to improve quality of care. May also be responsible for conducting utilization reviews. Typically requires a bachelor's degree of Nursing. Typically reports to a head of a department/unit. Requires Registered Nurse (RN).</p> <p>PZ0-Professional : Years of experience may be unspecified. Certification and/or licensing in the position's specialty is the main requirement.</p> | \$93,700 | .30 |
| Criminal Investigator | <p>Conducts investigations of criminal cases. Analyzes collected data or evidence and prepares documentation for legal action. Conducts surveillance and interviews witnesses. Interfaces with various law enforcement agencies. Often requires prior experience working in or closely with law enforcement. May require a bachelor's degree or equivalent. Typically reports to a supervisor or manager.</p> <p>PZ0-Professional : Years of experience may be unspecified. Certification and/or licensing in the position's specialty is the main requirement.</p> | \$77,00 | .60 |
| Emergency Services Manager | <p>Manages the staff and programs of the emergency services unit. Develops and introduces approved standards and guidelines for emergency service programs. Ensures quality care for patients. Role does not require M.D. Requires a bachelor's degree. Typically reports to a director.</p> <p>M02-Manager (True 1st level Manager) : Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Typically requires 5 years experience in the related area as an individual contributor. 1-3 years supervisory</p> | \$134,900 | .10 |

| | | | |
|--|---|-----------------|------------|
| | experience may be required. Extensive knowledge of the function and department processes. | | |
| | Lansing, MI (Metro) All Industries All FTEs | \$84,900 | 1.0 |

| SCOPE ↑ | BASE(000s) | | | |
|--|------------|------|-------|------|
| | 25TH | 50TH | 75TH | AVG. |
| Ann Arbor,MI (Metro) All Industries All FTEs | 75.6 | 91.7 | 101.4 | 90.5 |
| Lansing,MI (Metro) All Industries All FTEs | 71.0 | 86.1 | 95.1 | 84.9 |
| Michigan (State) All Industries All FTEs | 72.6 | 88.1 | 97.4 | 86.8 |

LIVINGSTON COUNTY JOB DESCRIPTION

MEDICAL EXAMINER INVESTIGATOR

Supervised By: Chief Medical Examiner

Supervises:

Department: Medical Examiner

FLSA Status: Exempt

Position Summary:

The Medical Examiner Investigator performs forensic investigations through the utilization of accepted procedures, documents death scenes, and to assist in the collection of evidence in support of the Medical Examiner's office. Performs field interviews at death scenes and conducts research both in the office and in the field. Transport bodies when necessary to morgue. Medical Examiner investigators should have a combination of education and skills encompassing areas of medicine and law.

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. Receives reported notices of death through various means including but not limited to central dispatch, electronic activation, EMS, and local law enforcement.
2. Interviews for information surrounding the terminal event including physical descriptions of decedents and their personal habits.
3. Develops a plan for obtaining additional information and appropriate actions to be taken.
4. Reviews cases with the Medical Examiner.
5. Organizes a case record for the deceased in cases where it is to be processed by the Medical Examiner's Office, including medical and family history, reports of circumstances and evidence surrounding the death. Continues to follow up on cases until a final disposition is reached; prepares a summary report.
6. Prepares divisional forms, as required by the situation; contacts the police when required by the circumstances of the death, contacts the funeral home where the body is to be

released giving the case number, pronounced time of death and name and phone number of doctors who sign the death certificate.

7. Researches next of kin, family or friends to identify the decedent; develops physical description of the decedent by viewing the body; researches missing persons reports comparing physical descriptions.
8. Assists with processing work either in the field or at the office, assembling material evidence such as drugs, medicines, poisons, X-rays of the ballistic location in the decedent, fingerprints, weapons, etc.
9. Remains on call for dispatch to death scenes to perform necessary tasks.
10. Operates and utilizes various office equipment and machines including telephone, computer, printer, copier, fax machine, vehicles, etc.
11. Assists in the performance of autopsies, completing forensic procedures including fingerprinting, maintaining records, releasing human bodies and their personal effects, enforcing infection control procedures, etc.
12. Responsible for responding to death scenes.
13. Manages scene while working collaboratively with other agencies.
14. Inspects and examines the decedent to include photographs.
15. Manages the scene and interviews to do a complete investigation.
16. Review data and report for all sections of the report so that it is accurate before completion of the report.
17. Perform 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 accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's degree with one year of experience.
- Valid Michigan driver's license.

- ABMDI Certification.
- Managerial principles.
- Business administration principles.
- Advanced paramedic principles and practices.
- Knowledge of medical examiner investigation.
- Knowledge of medical examiner protocols.
- Ability to communicate effectively orally and in writing.
- A Medical Examiner Investigator must be knowledgeable in the laws regarding investigations of death.
- Must be aware of procedures and policies.
- Must be able to conduct a complete investigation on his or her own.
- Must be skillful in writing a report and the use of Microsoft Office.

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 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 employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

Funding Org
10164800

| | Current @ Current Year Annual 2024 | Current @ Current Year Annual 2024 | Current @ Current Year Annual 2024 | Proposed @ Current Year Annual 2024 | Proposed @ Current Year Annual 2024 | Proposed @ Current Year Annual 2024 | |
|--------------------|--|---|--|--|---|--|---|
| | Medical Examiner Investigator EXAM | Medical Examiner Investigator On Call | Medical Examiner Investigator Transport Charge | Medical Examiner Investigator Grade 9 - Step 3 | Medical Examiner Investigator On Call | Medical Examiner Investigator Transport Charge | |
| | 34,2504 per hour Annual Cost | \$10 per 8 hour shift Annual Cost | \$75 per transport Annual Cost | Non Union Annual Cost | 1 Hour of Pay per 8 hour shift Annual Cost | Est. 2 hours of Pay per Transport Annual Cost | |
| Annual Costs | | | | | | | |
| Salary | \$ 110,663 | \$ 10,190 | \$ 12,325 | \$ 113,050 | \$ 38,313 | \$ 11,500 | |
| FICA | \$ 8,466 | \$ 780 | \$ 943 | \$ 8,648 | \$ 2,991 | \$ 880 | |
| Pension | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Health | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Workers Comp | \$ 465 | \$ 43 | \$ 52 | \$ 475 | \$ 161 | \$ 48 | |
| Longevity | | | | | | | |
| Life | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| LTD | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| STD | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| RHC - Savings | | | | | | | |
| Total Annual Costs | \$ 119,594 | \$ 11,012 | \$ 13,319 | \$ 122,173 | \$ 41,405 | \$ 12,428 | Proposed Annual Total Annual Difference \$ 176,005 \$ 32,080 |

| Partial Year | Current Budgeted | Current Budgeted | Current Budgeted | Proposed | Proposed | Proposed | |
|----------------------------|------------------|------------------|------------------|-----------|-----------|-----------|---|
| Estimated Hire/Recals Date | 5/28/2024 | 5/28/2024 | 5/28/2024 | 5/28/2024 | 5/28/2024 | 5/28/2024 | |
| Weeks Remaining | 30 | 30 | 30 | 30 | 30 | 30 | |
| Partial Year Amount | \$ 68,996 | \$ 6,353 | \$ 7,684 | \$ 70,484 | \$ 23,887 | \$ 7,170 | Proposed Partial Year Total Annual Difference \$ 101,542 \$ 18,508 |

Department Director

David J. J. J.

Date

4-8-24

Fiscal Services

Patricia M. M.

Date

4/08/2024



CONTACT INFORMATION

Requester: David Feldpausch
Dept. Phone Number/Extension: 517/540-7865

Title of Requester: EMS Director
Date Requested: 3-29-2024

POSITION INFORMATION

Position Title: Medical Examiner Investigator

Supervisor: Amy Chapman

1. Is the purpose of this request to fill a position as a result of a vacancy? Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position? Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☒

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☐ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☐ Part-Time (21-29) ☐ Part-Time (20 or Less) ☒ Number of hours per week: _____

Justification of request / change of position (REQUIRED): The MEI job description was not evaluated in the most recent review of county jobs. A review was requested and a recommendation was made. This request is to implement that change.

The recommendation is to move them all to grade 9, pay them 1 hour for every 8 Hrs on call, and eliminate the transport charge.

FUNDING INFORMATION

Base Annual Salary: 32.98 hr./17,664.08 yr. This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 10164800 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____

David Feldpausch 3-29-24
Department Head Date

HR OFFICE ONLY

Job Class: 6006 Job Title: Medical Examiner Investigator Grade/Step: NU9H / 1

FTE: 0.2575 Employee Group: NU HR Reviewed: Amy Hill Date: 03.29.2024

BUDGET OFFICE ONLY

Position Control # 64800110 ☒ Org. 10164800

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☒

Comments: Requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Affirming the Livingston County Local Emergency Planning Committee for 2024-2025 – Emergency Management

WHEREAS, the Local Emergency Planning Committee (LEPC) commenced work under SARA Title III Emergency Planning effective August 3, 1987, per Livingston County Resolution 887-192; and

WHEREAS, the terms of the current appointments expired December 31, 2023, and the County Emergency Management Coordinator submits names to be affirmed for a two-year term from the current date to expire December 31, 2025 as follows:

| | |
|-------------------|--|
| Adam Carroll | Hartland Deerfield Fire Dept., Chief |
| Adam Baranski | Livingston Essential Transportation |
| Amy Chapman | Livingston County EMS Deputy Director |
| Amy Johnston | Livingston County Community Mental Health |
| Bill Daavettila | Cor-Met Welding |
| Brent Pirochta | Brighton City Police Chief |
| Brian Jonckheere | Drain Commissioner |
| Bruce Pollock | C.E.R.T. Leader |
| Chris Conley | DTE Energy |
| Connie Conklin | Livingston County Community Mental Health |
| Curt Ruf | Putnam Township Fire Dep, Chief |
| David DeWaard | American Red Cross |
| David Feldpausch | Livingston County EMS/ME, Director |
| Dariusz Nisenbaum | Hamburg Police Deputy Chief |
| Doug Helzerman | Livingston County Board of Commissioners |
| Doug King | Brighton Area Fire Authority |
| Erin MacGregor | Howell Schools |
| Greg Kellogg | Livingston Essential Transportation, Director |
| Glen Gogoleski | 2nd Amendment Foundation |
| Greg Tatara | M-HOG Public Works |
| Jacquelyn Smith | St. Joseph Hospital Emergency Preparedness Planner |
| Jamil Czubenko | Howell Area Fire Dept., Haz. Mat. Specialist |
| Jason Biehl | Livingston County Aux Com |
| Jason Pless | Livingston County Undersheriff |
| Jason Street | Private Security |
| Jay Drick | Livingston County Commissioner |
| Julie Daily | Livingston County Hazardous Material |
| Ken Recker | Drain Commission, Chief Deputy |
| Kevin Gentry | Green Oak Fire Dept., Chief |
| Kristi Wahoski | Livingston County Asst Emergency Manager, LEPC Secretary |
| Kristoffer Tobbe | Livingston County IT Director |
| Lindsay Gestro | County Health Dept., EPC |
| Lacey Hinton | MDHS, Administrative Supervisor |
| Matt Bolang | Livingston County Health Department Director |
| Matt Helmkamp | Michigan State Police EMHSD Critical Infrastructure |
| Michael O'Brian | Brighton Area Fire Dept., Chief |
| Michael Dunn | Howell Police Chief |
| Michael Hubert | Livingston Educational Service Agency, Superintendent |
| Michael Murphy | Livingston County Sheriff |
| Michael Sura | Michigan State Police, Brighton Post Commander |

| | |
|-------------------|---|
| Pat Sliter | Livingston County United Way |
| Ray Matthews | Michigan State Police Brighton Post Assistant Commander |
| Robert Wolf | Michigan State Police EMHSD, Lieutenant |
| Rob Bradford | Green Oak Twp. Police, Deputy Chief |
| Robert Leach | Salvation Army, Livingston County |
| Roger Hayes | Corrigan Oil |
| Ron Hicks | Howell Area Fire Chief |
| Roy Seifired | D.A.R.T. |
| Robert Spaulding | Drain Commission, DPW/Solid Waste Coordinator |
| Robert Leach | Salvation Army |
| Seath MacVey | Gordon Foods, Private Industry |
| Scott Barb | LEPC Vice Chair, Planning Dept |
| Steven Kramer | Green Oak Police Deputy Chief |
| Steven Wasyk | Road Commission, Director |
| Sandon Letierri | Livingston County IT, GIS |
| Tim Miles | Livingston County IT Deputy Director |
| Tony DeAngelis | Corrigan Oil |
| Trevor Bennett | Livingston County Road Commission |
| Therese Cremonete | LEPC Chair, Livingston County Emergency Management Director |

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby affirms the submission of the 59 individuals named above to the Michigan Emergency Response and Community Right-To-Know Commission for appointments to the Livingston County Local Emergency Planning Committee for a two-year term expiring December 31, 2025. Affirmed members of the Livingston County Local Emergency Planning Committee serve without compensation.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
EMERGENCY MANAGEMENT DEPARTMENT

1911 Tooley Rd, Howell, MI 48855
Phone 517-540-7926 Fax 517-546-6788

Memorandum

To: Board of Commissioners
From: Therese Cremona, Emergency Manager
Date: April 18, 2024
Re: Appointments to the Livingston County Local Emergency Planning Committee

The *Emergency Planning and Community Right-To-Know Act*, also known as *SARA Title III of 1986*, establishes requirements for federal, state and local governments, as well as industries, regarding emergency planning and a community's right-to-know about hazardous and toxic chemicals within that community.

The aforementioned act requires the governor of each state to designate a State Emergency Response Commission (SERC). The SERC is then responsible for designating local emergency planning districts and appointing local emergency planning committees (LEPC) within each district. Livingston County is a planning district with a serving LEPC.

The current term of all Livingston County LEPC members expired December 31, 2023. The Livingston County Emergency Management Department requests the Board of Commissioners pass the attached resolution affirming members for an uncompensated two-year term expiring December 31, 2025.

TKC:tkc