



## Personnel Committee Meeting Revised Agenda

December 2, 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.*

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### 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: October 07, 2024** 3
7. **Tabled Items from Previous Meetings**  
None
8. **Reports**
9. **Resolutions for Consideration**
  - 9.1 **Fiscal Services** Cindy Arbanas 6  
Resolution Approving the Reclassification of the Deputy Financial Officer and the Senior Financial Analyst
  - 9.2 **Treasurer** Jennifer Nash 22  
Resolution Authorizing the Reclassification of the Senior Accountant and the Chief Deputy Treasurer – Treasurer
  - 9.3 **Board of Commissioners - AZBOA** Board of Commissioners 39  
Resolution Approving Appointments to the Livingston County Airport

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9.4	<b>Board of Commissioners - BPW</b>	Board of Commissioners	40
	Resolution Reducing Membership and Approving Appointments to the Livingston County Board of Public Works – Board of Commissioners		
9.5	<b>Board of Commissioners - CMH</b>	Board of Commissioners	41
	Resolution Approving Appointments to the Livingston County Community Mental Health Authority Board – Board of Commissioners		
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	Resolution Authorizing Appointments to the Human Services Collaborative Body – Board of Commissioners		
9.7	<b>Planning Department - POSAC</b>	Scott Barb	46
	Resolution to Approve Appointments, Three-Year Terms, and Staggered Terms to the Livingston County Parks & Open Space Advisory Committee – Planning Department / Board of Commissioners		
*9.8	<b>Board of Commissioners - VSC</b>	<i>Board of Commissioners</i>	48
	Resolution Approving an Appointment to the Livingston County Veterans Services Committee – Board of Commissioners		
10.	<b>Closed Session</b>		
	Discuss negotiations related to collective bargaining as permitted by MCL 15.268(c)		
11.	<b>Adjournment</b>		

## Personnel Committee

### Meeting Minutes



October 7, 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: Frank Sample, Martin Smith, Nick Fiani

Members Absent: Roger Deaton - Vice Chairman

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1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Commissioner Frank Sample at 6:45pm.

2. Roll Call

Frank Sample - Chairman, Roger Deaton - Vice Chairman (Absent), Martin Smith, and Nick Fiani

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.

Moved by: N. Fiani

Seconded by: M. Smith

Yes (3): F. Sample, M. Smith, N. Fiani; No: (0) None; Absent (1): R. Deaton

**Motion Carried (3-0-1)**

5. Call to the Public

None

6. Approval of Minutes

6.1 Meeting Minutes dated: September 03, 2024

Motion to approve the Minutes as presented.

Moved by: M. Smith

Seconded by: N. Fiani

Yes (3): F. Sample, M. Smith, N. Fiani; No: (0) None; Absent (1): R. Deaton

**Motion Carried (3-0-1)**

7. Tabled Items from Previous Meetings

None.

8. Reports

None

9. Resolutions for Consideration

9.1 Emergency Services

Resolution Approving the Reclassification of the EMS Billing Specialist – Emergency Medical Services

Motion to approve the Resolution as presented.

Moved by: N. Fiani

Seconded by: M. Smith

Yes (3): F. Sample, M. Smith, N. Fiani; No: (0) None; Absent (1): R. Deaton

**Motion Carried (3-0-1)**

9.2 Board of Commissioners

Resolution Approving an Appointment to the Livingston County Foundation Board of Directors

Motion to recommend the resolution to the Board of Commissioners.

Moved by: M. Smith

Seconded by: N. Fiani

Yes (3): F. Sample, M. Smith, N. Fiani; No: (0) None; Absent (1): R. Deaton

**Motion Carried (3-0-1)**

9.3 Board of Commissioners

Resolution Approving an Appointment to the Livingston County Road Commission - Board of Commissioners

Motion to recommend the resolution to the Board of Commissioners.

Moved by: M. Smith

Seconded by: N. Fiani

Yes (3): F. Sample, M. Smith, N. Fiani; No: (0) None; Absent (1): R. Deaton

**Motion Carried (3-0-1)**

9.4 Board of Commissioners

Resolution Approving Appointments to the Livingston County Veteran Services Committee - Board of Commissioners

Motion to recommend the resolution to the Board of Commissioners.

Moved by: M. Smith

Seconded by: N. Fiani

Yes (3): F. Sample, M. Smith, N. Fiani; No: (0) None; Absent (1): R. Deaton

**Motion Carried (3-0-1)**

10. Closed Session (Roll Call Vote)

Discuss strategy and negotiations related to collective bargaining as permitted by MCL 15.268(1)(c)

Motion to move into Closed Session at 6:50pm.

Moved By: N. Fiani

Seconded By: M. Smith

Roll Call Vote: Yes (3): F. Sample, N. Fiani, M. Smith; Absent (1): R. Deaton

**Motion Carried (3-0-1)**

Motion to Return to Open Session at 7:10pm.

Moved By: N. Fiani

Seconded by: M. Smith

Yes (3): F. Sample, N. Fiani, M. Smith; Absent (1): R. Deaton

**Motion Carried (3-0-1)**

11. Resolutions for Consideration

11.1 Human Resources

Resolution to Approve Letter of Agreement with the Unions Representing Sheriff Field Services Officers, Animal Control Officers, and Detectives, and Corrections Officers – Human Resources

Motion to recommend the resolution to the Board of Commissioners.

Moved By: N. Fiani

Seconded by: M. Smith

Yes (3): F. Sample, N. Fiani, M. Smith; Absent (1): R. Deaton

**Motion Carried (3-0-1)**

12. Adjournment

Motion to Adjourn meeting at 7:14pm.

Moved By: N. Fiani

Seconded by: M. Smith

Yes (3): F. Sample, N. Fiani, M. Smith; Absent (1): R. Deaton

**Motion Carried (3-0-1)**

Pam Dinsmore

Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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## Resolution Approving the Reclassification of the Deputy Financial Officer and the Senior Financial Analyst – Fiscal Services

**WHEREAS,** the **Deputy Financial Officer** position is responsible for the analysis and preparation of a variety of complex financial, budget, and operational data. The position's duties are concentrated in countywide budget development and implementation, internal service fund rate analysis, asset planning, financial analysis, and grant management. This position supervises and provides direction in the operations of grant administration, procurement and accounts payable activities, and reports to the County Financial Officer; and

**WHEREAS,** MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified from grade 12 to grade 13 of the nonunion pay scale; and

**WHEREAS,** the **Senior Financial Analyst** position is responsible for the analysis and preparation of a variety of complex financial, budget, and operational information. This position's duties are concentrated on grant coordination and oversight, countywide budget development, financial report development, complex cost and internal control analysis, and assures compliance with various grant reporting requirements and will report to the Deputy Financial Officer; and

**WHEREAS,** MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified from grade 10 to grade 12 of the nonunion pay scale; and

**WHEREAS,** there are funds available in the 2025 personnel contingency to cover the increased costs.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners Personnel Committee hereby approves the reclassification of the **Deputy Financial Officer** position to Grade 13 of the nonunion pay scale and hereby approves the reclassification of the **Senior Financial Analyst** position to Grade 12 of the nonunion pay scale.

**CURRENT:**

Position #	Description	Group	Grade	FTE	Status
21200102	DEPUTY FINANCIAL OFFICER	NU	12	1.00	A
21200106	FINANCIAL ANALYST	NU	10	1.00	A

**PROPOSED:**

Position #	Description	Group	Grade	FTE	Status
21200102	DEPUTY FINANCIAL OFFICER	NU	13	1.00	A
21200106	SENIOR FINANCIAL ANALYST	NU	12	1.00	A

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# # #

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

*This resolution requires no additional Board of Commissioner approval per Board policy.*



**To:** Ms. Jennifer Palmbos, Human Resources / Labor Relations Director  
**From:** Joel Palladini, Analyst  
Sheena Horton, Director  
**Date:** 10/30/2024  
**Re:** Pay Grade Evaluation

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

1. **Deputy Financial Officer**
2. **Senior Financial Analyst**

- It is our understanding that the **Deputy Financial Officer** position is responsible for the analysis and preparation of a variety of complex financial, budget, and operational data. The position's duties are concentrated in countywide budget development and implementation, internal service fund rate analysis, asset replacement planning, financial analysis, and grant management. This position supervises and provides direction in the operations of grant administration, procurement and accounts payable activities.

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, "Grant Administrator II (50%) and "Finance Manager (50%)" from Salary.com's CompAnalyst database (Ann Arbor, MI | All Industries | All FTEs, base average: \$111,100).

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 relative to the market and internal hierarchy, MGT recommends **Grade 13** of Livingston County's 2024 pay grade scale to ensure market competitiveness. The minimum salary for this recommended group is \$93,313.06, the midpoint salary is \$105,024.67 and the maximum salary is \$118,206.20. The average salary of \$111,100 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 Deputy Financial Officer.

- It is our understanding that the **Senior Financial Analyst** position is responsible for the analysis and preparation of a variety of complex financial, budget, and operational information. This position's duties are concentrated on countywide budget development, financial report development, grant financial oversight, complex cost and





internal control analysis, and assures compliance with various grant reporting requirements.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected the benchmark, “Senior Level Financial Analyst” (100%) from Salary.com’s CompAnalyst database (Ann Arbor, MI | All Industries | All FTEs, base average: \$105,700).

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 relative to the market and internal hierarchy, MGT recommends **Grade 12** of Livingston County’s 2024 pay grade scale to ensure market competitiveness. The minimum salary for this recommended group is \$86,802.85, the midpoint salary is \$97,697.37 and the maximum salary is \$109,959.26. The average salary of \$105,700 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 Senior Financial Analyst.

Sources:

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

**Deputy Financial Officer**  
**Salary.com CompAnalyst**

Title	Description	Base Average Salary	Weight
Finance Manager	Manages the daily financial activities and functions for an organization including accounting, budget, credit, insurance, tax, and treasury. Ensures all financial operations are in compliance with governmental rules and regulations. Forecasts and manages a cash flow that meets the needs of the company. Provides guidance to managers in financial reporting objectives and standards to ensure accurate, compliant and useful financial reporting is produced. Oversees the budget process and works with managers to produce and manage effective budgets. Acts as an advisor to management on regulations and other matters that may impact the financial activities of the company, engaging with outside consultants if applicable. Requires a bachelor's degree. Typically reports to a senior manager or director.  M02-Manager (True 1st level Manager) : Manages	\$137,200	1.0


	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 experience may be required. Extensive knowledge of the function and department processes.		
Grant Administrator II	Administers the financial control processes of grant activity throughout the grant lifecycle for awarded or received grants to ensure compliance with grant provisions, regulations, standards, timelines, and reporting requirements. Monitors grantee management and disbursement of funds and reviews grantee programs for compliance with the terms of grants. Prepares and submits financial reporting and performs accounting tasks related to managing grant funding received. Tracks and reconciles grant account budgets and expenses. Submits any additional information or documentation required by the grant funder. Follows grant accounting best practices and complies with legal regulations. Requires a bachelor's degree. Typically reports to a manager.  P02-Intermediate : Occasionally directed in several aspects of the work. Gaining exposure to some of the complex tasks within the job function. Typically requires 2-4 years of related experience.	\$75,900	1.0
	<b>Ann Arbor, MI (Metro)   All Industries   All FTEs</b>	<b>\$111,100</b>	<b>1.0</b>

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
<b>Ann Arbor,MI (Metro)   All Industries   All FTEs</b>	95.9	109.6	124.4	111.1
Lansing,MI (Metro)   All Industries   All FTEs	91.8	105.0	119.1	106.4
Michigan (State)   All Industries   All FTEs	93.2	106.5	120.8	107.8

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

**Senior Financial Analyst**  
Salary.com CompAnalyst

Title	Description	Base Average Salary	Weight
Senior Level Financial Analyst	Responsible for the preparation, coordination, and documentation of financial analysis projects such as financial and expense performance, rate of return, depreciation, working capital, and investments. Provides analysis for forward-looking financial and business-related projects. Prepares forecasts and analysis of trends in manufacturing, sales, finance, general business conditions, and other related areas. Identifies trends and developments in competitive environments and presents findings to senior management. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. May conduct special financial and business related studies and cooperates with other departments in the preparation of analyses. Requires a bachelor's degree. Typically reports to a supervisor or manager. P03-Senior (Career Level) : Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience.	\$105,700	1.0
	<b>Ann Arbor, MI (Metro)   All Industries   All FTEs</b>	<b>\$105,700</b>	<b>1.0</b>

SCOPE 	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro)   All Industries   All FTEs	94.6	104.8	115.9	105.7
Lansing,MI (Metro)   All Industries   All FTEs	90.4	99.5	109.9	100.1
Michigan (State)   All Industries   All FTEs	92.4	101.2	111.7	102.0

## **S LIVINGSTON COUNTY JOB DESCRIPTION**

### **DEPUTY FINANCIAL OFFICER**

**Supervised By:** Deputy County Administrator / Financial Officer  
**Supervises:** Senior Financial Analyst  
**Department:** Fiscal Services  
**FLSA Status:** Exempt

#### **Position Summary:**

Under the supervision of the Deputy County Administrator/Financial Officer, this position is responsible for analysis and preparation of a variety of complex financial, budget, and operational data. The position's duties are concentrated in countywide budget development and implementation, internal service fund rate analysis, asset replacement planning, financial analysis, and grant management. This position supervises and provides direction in the operations of grant administration, procurement and accounts payable activities.

This position serves as the senior staff position for Fiscal Services and acts as Financial Officer on behalf of the Deputy County Administrator/ Financial Officer as directed or in the event of an absence or vacancy.

#### **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. Prepares, reviews, analyzes, and submits a variety of complex reports, reconciliations, work papers, communications, schedules, tables, and/or statements to and from internal departments, financial institutions, and external agencies. Formulates, develops, and presents solution options and/or recommendations to the Deputy County Administrator/Financial Officer.
2. Assists in the development and administration of the County's budget, including revenue and expenditure forecasts, preparing related operational and financial reports, reviews and recommends budget levels and amendments and consolidates related information, coordinating development of a budget book presentation that meets the Government Finance Officers Association (GFOA) distinguished budget standards and serves as a policy document, operational guide, financial plan, and communication device.
3. Prepares and presents budget and financial information to the Board of Commissioners on a regular basis.

4. Supervises the accounts payable, central procurement and financial analyst staff and activities in these areas to ensure efficient financial management and internal controls are in place including but not limited to grant management, budget processes, procurement cards, purchasing, capital purchases, and invoice processing.
5. Assigns work assignments, provides direction, evaluates performance of assigned employees, and assures necessary training and professional development is provided. Takes disciplinary action according to established procedures and in consultation with the Deputy County Administrator/Financial Officer. Sets clear goals to drive departmental success and operational effectiveness.
6. Prepares complex annual wage and benefit projection for all employee groups utilizing the enterprise resource planning (ERP) software. Possess and maintains a thorough understanding of the payroll and benefit process, special pay types, employee payout allowances, and union contracts.
7. Maintains the Position Control application in the ERP software to ensure that all County position requests are authorized positions and have appropriate funding identified.
8. Assists the Deputy County Administrator/Financial Officer in developing and implementing effective budget monitoring practices for approved capital projects.
9. Provides financial support to departments including, but not limited to, financial analysis, budget development, and analysis for rate setting.
10. Administers and configures the budget module of the County's ERP software including testing of application processes and quality control, training, development of user manuals, troubleshooting and assisting in resolving system errors, assigning end-user permissions.
11. Analyzes and reviews financial data for compliance with County accounting policies and procedures and develops related policies and procedures.
12. Analyzes, reconciles, validates, complies and calculates a variety of complex financial data, information and transactions and translates into clear, concise, reports and presentations.
13. Coordinates the county-wide Program Performance Measurement activities with the department directors and elected officials and assists in the development of goals and objectives to align with the County's strategic plan.
14. Audits the processes, practices, and related operations of departments to eliminate inefficiencies, ensure proper controls are established, and recommends appropriate changes.

15. Fosters a culture of accountability, collaboration and continuous improvement and encourages innovation.
16. 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.
17. Performs 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 accounting, finance or related field and five years of progressively more responsible experience in municipal finance, budgeting, or accounting.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Considerable knowledge of the principles and practices of governmental accounting procedures and guidelines, auditing principles, financial and operational controls and Generally Accepted Accounting Principles (GAAP).
- Considerable knowledge of applicable local, state and federal laws, rules and regulations, researching financial discrepancies, preparing financial reports and documents and analyzing and interpreting financial information.
- High-level skill and independent judgement in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating complex financial concepts orally and in writing.
- Strong leadership skills and the ability to establish effective working relationships, use discretion, 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 handle multiple complex assignments concurrently, 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 and financial applications, and the ability to master the County's enterprise resource planning software system and related technologies.

**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 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.

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

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **SENIOR FINANCIAL ANALYST – FISCAL SERVICES**

**Supervised By:** Deputy Financial Officer  
**Supervises:** No supervisory responsibility  
**Department:** Fiscal Services  
**FLSA Status:** Exempt

#### **Position Summary:**

Under the supervision of the Deputy Financial Officer, is responsible for analysis and preparation of a variety of complex financial, budget and operational information. This position's duties are concentrated in countywide budget development, financial report development, grant financial oversight, complex cost and internal control analysis, and assures compliance with various grant reporting requirements.

#### **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. Prepares, reviews, analyzes, and submits complex reports, reconciliations, work papers, schedules, tables, and/or statements to and from internal departments, financial institutions, and external agencies. Formulates, develops, and presents solution options and recommendations.
2. Performs duties as the designated grant manager, as assigned by the Deputy Financial Officer, for local, state and federally grants awarded in the County. Maintains knowledge of various federal and state directives and guidelines to ensure compliance.
3. Oversees the preparation of grant applications, development of grant budgets, grant contract agreements and amendments. Monitors revenues and expenditures and ensures reports submitted to the awarding agency are reconciled with the project ledger and County general ledger. Ensures financial activity complies with signed grant agreements.
4. Prepares the annual Schedule of Expenditures of Federal Awards (SEFA) for the Single Audit report as part of the annual audit. Serves as the liaison between the external auditors and department staff relating to grants.



5. Serves as the module lead for the project and grant module of the County's ERP software including administration and configuration of the system, testing application processes, quality assurance, end-user training, development of user manuals, troubleshooting, resolving system errors, assigning end-user roles and permissions.
6. Assists in preparing and administering the County's budget, including revenue and expenditure forecasts, budget development, budget changes, and supporting operational and financial reports.
7. Audits the processes, practices, and related operations of departments to eliminate inefficiencies, ensure proper controls are established, and recommends appropriate changes.
8. Analyzes and reviews financial transactions for compliance with County accounting policies and procedures.
9. Assists with the development and implementation of goals, objectives, policies, and priorities for assigned activities within the department.
10. Provides financial support to County departments as directed, including but not limited to, financial analysis, budget development, and developing rates and chargebacks.
11. Analyzes, reconciles, validates, complies and calculates a variety of complex financial data, information and transactions.
12. Responds to audit requests or requests for information from other agencies that require a full working knowledge of accounting principles and practices.
13. Prepare, review, and assist with County department budget transfers and budget amendments as directed.
14. Performs 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 accounting, finance or related field and five years of progressively more responsible experience in municipal finance or accounting.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.

- Considerable knowledge of the principles and practices of governmental accounting procedures and guidelines, auditing principles, financial and operational controls and Generally Accepted Accounting Principles (GAAP).
- Considerable knowledge of applicable local, state and federal laws, rules and regulations, researching financial discrepancies, preparing financial reports and documents and analyzing and interpreting financial information.
- High-level Skill and independent judgement in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating complex financial concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, use discretion, 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 handle multiple assignments concurrently, 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 and financial applications, and the ability to master the County's enterprise resource planning software system and related technologies.

**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 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.

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

2025

2025

## Deputy Financial Officer

## Deputy Financial Officer

Grade 12 - Step 9

Grade 13 - Step 9

Non Union

Non Union

Annual CostAnnual Cost

Salary	\$	113,258	\$	121,752
FICA	\$	8,664	\$	9,314
Pension	\$	15,273	\$	15,273
Health	\$	11,890	\$	11,890
Workers Comp	\$	318	\$	341
Longevity				
Life	\$	272	\$	292
LTD	\$	313	\$	336
STD	\$	871	\$	937

RHC - Savings

Total Increase

Total Annual Costs	\$	150,859	\$	160,136	\$	9,277
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2025

2025

## Financial Analyst

## Senior Financial Analyst

Grade 10 - Step 9

Grade 12 - Step 6

Non Union

Non Union

Annual CostAnnual Cost

Salary	\$	96,233	\$	103,647
FICA	\$	7,362	\$	7,929
Pension	\$	15,273	\$	15,273
Health	\$	11,890	\$	11,890
Workers Comp	\$	270	\$	291
Longevity				
Life	\$	231	\$	249
LTD	\$	266	\$	286
STD	\$	740	\$	797

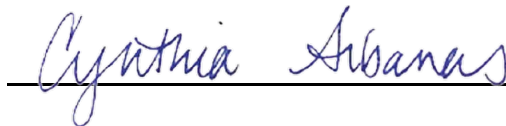
RHC - Savings

Total Increase

Total Annual Costs	\$	132,264	\$	140,362	\$	8,097
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\$	17,375
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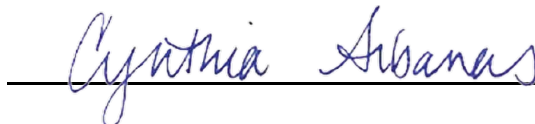
Department Director



11-15-24

Date

Fiscal Services



11-15-24

Date



## CONTACT INFORMATION

Requester: Cindy Arbanas Title of Requester: Deputy County Administrator/Finance Officer  
Dept. Phone Number/Extension: x8727 Date Requested: 11/12/24

## POSITION INFORMATION

Position Title: Deputy Financial Officer Supervisor: Cindy Arbanas

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)**: increase in grade 12 to grade 13 resulting from complexity of job duties and addition of supervisory duties

## FUNDING INFORMATION

Base Annual Salary: 109,959.26 This position is funded in whole or in part by a grant: Yes ☐ No ☐ % Funded: \_\_\_\_\_

Allocation **(Required)**: Current: Org. \_\_\_\_\_ % \_\_\_\_\_ 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 \_\_\_\_\_ *Cynthia Arbanas* 11-12-24  
Department Head \_\_\_\_\_ Date \_\_\_\_\_

## HR OFFICE ONLY

Job Class: \_\_\_\_\_ Job Title: \_\_\_\_\_ Grade/Step: \_\_\_\_\_/\_\_\_\_\_

FTE: \_\_\_\_\_ Employee Group: \_\_\_\_\_ HR Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_

## BUDGET OFFICE ONLY

Position Control # 212000102 Org. 10121200

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

Comments: will require budget amendment from personnel contingency

Budget Reviewed: *Cynthia Arbanas* Date: 11-12-24

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_



## CONTACT INFORMATION

Requester: Cindy Arbanas Title of Requester: DCA/FO  
Dept. Phone Number/Extension: 8727 Date Requested: 10-12-24

## POSITION INFORMATION

Position Title: (Sr.) Financial Analyst Supervisor: Cindy Arbanas

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): Reclassify Financial Analyst to Sr Financial Analyst with increased responsibilities, most significantly designated County Grant Officer

## FUNDING INFORMATION

Base Annual Salary: 93,430<sup>80</sup> This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_

Allocation (Required): Current: Org. 10121200 % 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 Cynthia Arbanas Date 11-12-24

## HR OFFICE ONLY

Job Class: \_\_\_\_\_ Job Title: \_\_\_\_\_ Grade/Step: \_\_\_\_\_ / \_\_\_\_\_

FTE: \_\_\_\_\_ Employee Group: \_\_\_\_\_ HR Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_

## BUDGET OFFICE ONLY

Position Control # 21200106 Org. 10121200

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

Comments: Will require a budget amendment from personnel contingency

Budget Reviewed: Cynthia Arbanas Date: 11-12-24

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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## Resolution Authorizing the Reclassification of the Senior Accountant and the Chief Deputy Treasurer – Treasurer

**WHEREAS,** the **Senior Accountant – Treasurer** position is responsible for complex accounting work in compliance with all accounting standards, laws, and regulations, including auditing, analyzing, and managing financial transactions related to the countywide centralized accounting system, supervising the general ledger reconciliation and bank accounts of the county, preparing financial reports, directing county departments regarding accounting practices and procedures, preparing year-end audit schedules and footnotes, and providing support to the Chief Deputy Treasurer and Treasurer; and

**WHEREAS,** MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified from grade 10 to grade 11 of the nonunion pay scale; and

**WHEREAS,** funding for this reclassification is available in personnel contingency in the 2025 budget and available to transfer to the Treasurer’s budget to cover the increased cost; and

**WHEREAS,** the **Chief Deputy Treasurer** position is responsible for the daily management and operations of the Treasurer’s Office including accounting and finance functions of the County. This position directs the County’s centralized accounting and financial reporting in compliance with all accounting standards, laws and regulations. This position also performs various complex supervisory, professional, analytical, and technical duties related to the countywide general ledger, bank administration, annual audit, cash management, revenue forecasting, and departmental budgeting, and manages the County’s investment portfolio. This position oversees and directs property tax administration including the reconciliation of all local unit collections, disbursements, and delinquencies, and assists in special projects as assigned. The Chief Deputy Treasurer performs the duties of the County Treasurer in the absence of the incumbent; and

**WHEREAS,** MGT Consulting Services, LLC. has reviewed this position and has determined that it should be reclassified from grade 12 to grade 13 of the nonunion pay scale; and

**WHEREAS,** funding for this reclassification is available in personnel contingency in the 2025 budget and available to transfer to the Treasurer’s budget to cover the increased cost.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners Personnel Committee hereby approves the reclassification of the **Senior Accountant – Treasurer** position to Grade 11 of the nonunion pay scale effective 1/1/2025 and hereby approves the reclassification of the **Chief Deputy Treasurer** position to Grade 13 of the nonunion pay scale effective 1/1/2025.

**CURRENT:**

Position #	Description	Group	Grade	FTE	Status
25300101	CHIEF DEPUTY TREASURER	NU	12	1.00	A
25300102	SENIOR ACCOUNTANT	NU	10	1.00	A

**PROPOSED:**

Position #	Description	Group	Grade	FTE	Status
25300101	CHIEF DEPUTY TREASURER	NU	13	1.00	A
25300102	SENIOR ACCOUNTANT	NU	11	1.00	A

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

**This resolution requires no additional Board of Commissioner approval per Board policy.**

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **SENIOR ACCOUNTANT - TREASURER**

<b><u>Supervised By:</u></b>	Treasurer and his/her designee
<b><u>Supervises:</u></b>	Functions as a leader and working supervisor
<b><u>Department:</u></b>	Treasurer
<b><u>FLSA Status:</u></b>	Exempt

#### **Position Summary:**

Under the supervision of the County Treasurer, the senior accountant performs complex accounting work in compliance with all accounting standards, laws, and regulations. Responsibilities include auditing, analyzing, and managing financial transactions related to the countywide centralized accounting system; supervising the general ledger reconciliation and bank accounts of the county; preparing financial reports; directing county departments regarding accounting practices and procedures; preparing year-end audit schedules and footnotes; providing support to the Treasurer and Chief Deputy Treasurer; and performing related duties, as assigned.

#### **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. Assists County Treasurer and Chief Deputy Treasurer in daily management, auditing and directing of the countywide general ledger.
2. Plans, prepares and analyzes complex financial transactions for all county departments ensuring assets, liabilities, revenues, and expenditures are recorded accurately, timely, and in accordance with applicable internal controls, laws, rules, and regulations. Ensures the county's financial statements are of the highest integrity.
3. Assists County Treasurer and Chief Deputy Treasurer in the development and implementation of countywide accounting and financial policies, procedures, and internal controls.
4. Assists in creating, implementing, interpreting, and analyzing accounting and financial policies and procedures. Provides support, guidance, and direction to County departments related to resolving financial/accounting-related issues, questions, and internal controls.
5. Prepares and reviews complex daily, monthly, quarterly, and annual financial transactions, reconciliations, and reports.



6. Prepares financial analyses, work papers, and documentation required for the annual financial audit and financial statements.
7. Manages reconciliations for all County bank accounts including daily monitoring of activity in and out related to the County and Road Commission's depository activity, investment transactions, county-issued debt obligations, and County and Road Commission expenditures as needed and ensuring compliance with related internal controls.
8. Manages the accounting and reporting of the County's capital assets including determining the value of capital asset additions, disposals, adjustments, useful life, and depreciation in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements.
9. Administers and manages the County's Capital Asset module and activities within the county's Financial ERP platform.
10. Administers and manages the County's investment management software
11. Administers and manages the County's debt schedule and is responsible for initiating payments according to required payment schedules to ensure the integrity of the County's credit rating and payment history.
12. Acts as County liaison with banking institutions and credit card processors in resolving credit card disputes, bank adjustments, returned transactions, etc.
13. Coordinates with IT to resolve technological issues related to daily revenue imports from county departments into the County's Financial ERP platform.
14. Identifies areas for process improvement and coordinates with others to document, present, and initiate improvements.
15. 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.
16. Prepares and files annual escheat reports to the State of Michigan and other states as needed according to each state's guidelines.
17. 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 accounting or related field and four years of progressively more responsible experience in governmental or fund accounting.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid Michigan Vehicle Operator's License
- Certified Cash Handler within one year of service.
- Advanced knowledge of the principles and practices of governmental accounting, financial and operational controls, investment policies, auditing principles, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) pronouncements.
- Considerable experience in researching financial discrepancies, preparing financial reports and documents, analyzing, and interpreting financial information, and maintaining detailed and accurate records.
- The ability to assemble and analyze data to prepare comprehensive and accurate reports.
- 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 emergencies.
- The ability to manage multiple projects simultaneously while meeting all deadlines.
- Exceptional skill in complex spreadsheet development.
- Proficient in the use of office equipment and technology, including Microsoft Suite applications and the County's financial system software, Tyler Enterprise ERP Software.

**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 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 office 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.

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **CHIEF DEPUTY TREASURER**

<b><u>Supervised By:</u></b>	Treasurer
<b><u>Supervises:</u></b>	All employees of the County Treasurer, either directly or indirectly
<b><u>Department:</u></b>	Treasurer
<b><u>FLSA Status:</u></b>	Exempt

#### **Position Summary:**

Under the supervision of the County Treasurer, this position is responsible for the daily management and operations of the Treasurer's Office including accounting and finance functions of the County. Directs the County's centralized accounting and financial reporting in compliance with all accounting standards, laws, and regulations. Performs various complex supervisory, professional, analytical, and technical duties related to the countywide general ledger, bank administration, annual audit, cash management, revenue forecasting, and departmental budgeting.

Manages the County's investment portfolio. Oversees and directs property tax administration including the reconciliation of all local unit collections, disbursements and delinquencies. Assists in special projects as assigned. Performs the duties of the County Treasurer in the absence of the incumbent.

#### **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. Assists the County Treasurer in planning, organizing, and directing the operations of the County Treasurer's Office and countywide general ledger. Assists County Treasurer in the development and implementation of countywide accounting and financial policies, procedures, and internal controls. Prepares and reviews complex daily, monthly, quarterly, and annual financial transactions, reconciliations, and reports.
2. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of employees, and assures necessary training and professional development. Takes disciplinary action according to established procedures.
3. Plans, prepares and analyzes financial transactions for all county departments ensuring assets, liabilities, revenues, and expenditures are recorded accurately, timely, and under applicable internal controls, laws, rules, and regulations. Ensures the county's financial statements are of the highest integrity.

4. Prepares necessary work papers and documentation required for the annual financial audit and financial statements.
5. Creates, implements, interprets, and analyzes accounting and financial policies and procedures. Provides support, guidance, and direction to County departments related to resolving financial-related issues, questions, and internal controls.
6. Manages all County bank accounts, including daily monetary transfers related to the County and Road Commission's investment transactions, county-issued debt obligations, and County and Road Commission expenditures as needed.
7. Oversees the County's investment portfolio based on the County's cash flow needs, goals, and objectives while adhering to applicable policies, laws, rules, and regulations.
8. Oversees complex property tax administration and reconciliation of property tax collections, disbursements, and delinquencies of each township, city, and village treasurer. Prepares reports, journal entries, and annual purchase of countywide delinquent property taxes.
9. Directs County and local government in the interpretation, application, and implementation of complex property tax laws, regulations, principles, and practices, and resolves associated questions.
10. Reviews and files all required monthly, quarterly, and annual federal and state forms including 941, 5080, and 5081 for the County and Road Commission. Reviews and/or files other required forms as required.
11. Assists the County Treasurer in the development of the County Treasurer's budget. Assesses and monitors the budget ensuring the authorized budget and related policies are properly followed.
12. Prepares countywide tax revenue forecasts, in addition to departmental forecasts and budgets.
13. Respond to and resolve complex or sensitive customer questions and concerns.
14. 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.
15. Collects documentation and replies to departmental FOIA requests.
16. 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 accounting or related field and five years of progressively more responsible experience in governmental or fund accounting including supervisory experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid Michigan Vehicle Operator's License.
- The following certifications are deemed highly recommended:
  - Michigan Certified Professional Treasurer (MCPT).
  - Certified Public Funds Investment Manager (CPFIM).
  - Michigan Certified Assessing Technician (MCAT).
- Advanced knowledge of the principles and practices of governmental accounting, financial and operational controls, investment policies, auditing principles, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) pronouncements.
- Considerable knowledge of professional public management-principles and practices involved in budgeting, personnel administration, and resource management, and the ability to identify and implement new best practices.
- Advanced knowledge of Michigan's General Property Tax Act.
- Considerable experience in researching financial discrepancies, analyzing, and developing financial procedures, preparing comprehensive and accurate financial reports and documents, assembling and analyzing financial information, maintaining accurate and detailed records, and applying applicable local, state, and federal laws, rules, and regulations.
- 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 emergencies.
- Ability to manage multiple projects simultaneously while meeting all deadlines.
- Exceptional skill in complex spreadsheet development.
- Proficient in the use of office equipment and technology, including Microsoft Office Suite applications, Tyler Enterprise Resource Planning (ERP) financial software, and BS&A Software modules.

**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 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 office 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.



**To:** Ms. Jennifer Palmbos, Human Resources / Labor Relations Director  
**From:** Joel Palladini, Analyst  
Sheena Horton, Director  
**Date:** 10/30/2024  
**Re:** Pay Grade Evaluation

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

1. Senior Accountant – Treasurer
  2. Chief Deputy Treasurer
- It is our understanding that the **Senior Accountant – Treasurer** position is responsible for complex accounting work in compliance with all accounting standards, laws, and regulations, including auditing, analyzing, and managing financial transactions related to the countywide centralized accounting system, supervising the general ledger reconciliation and bank accounts of the county, preparing financial reports, directing county departments regarding accounting practices and procedures, preparing year-end audit schedules and footnotes, and providing support to the Chief Deputy Treasurer and Treasurer.

MGT reviewed several potential benchmark positions to determine the best match for the specific duties and responsibilities for the given position. MGT selected the benchmark, “Senior Accountant” (100%) from Salary.com’s CompAnalyst database (Michigan (State) | All Industries | All FTEs, base average: \$91,900).

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 –MGT recommends **Grade 11** of Livingston County’s 2024 pay grade scale to ensure market competitiveness. The minimum salary for this recommended group is \$81,120.00, the midpoint salary is \$91,312.00 and the maximum salary is \$102,772.80. After further market analysis, the average salary of \$91,900 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 Senior Accountant – Treasurer.

- It is our understanding that the **Chief Deputy Treasurer** position is responsible for the daily management and operations of the Treasurer’s Office including accounting and finance functions of the County. This position directs the County’s centralized accounting and financial reporting in compliance with all accounting standards, laws and regulations. This position also performs various complex supervisory, professional,





analytical, and technical duties related to the countywide general ledger, bank administration, annual audit, cash management, revenue forecasting, and departmental budgeting, and manages the County's investment portfolio. This position oversees and directs property tax administration including the reconciliation of all local unit collections, disbursements, and delinquencies, and assists in special projects as assigned. The Chief Deputy Treasurer performs the duties of the County Treasurer in the absence of the incumbent.

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, "Senior Financial Reporting Accountant (50%)" and "Treasury Manager (50%)" from Salary.com's CompAnalyst database (Michigan (State) | All Industries | All FTEs, base average: \$117,900).

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 –MGT recommends **Grade 13** of Livingston County's 2024 pay grade scale to ensure market competitiveness. The minimum salary for this recommended group is \$93,313.06, the midpoint salary is \$105,024.67 and the maximum salary is \$118,206.20. After further market analysis, the average salary of \$117,900 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 Chief Deputy Treasurer.

Sources:

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

**Senior Accountant – Treasurer**  
**Salary.com CompAnalyst**

Title	Description	Base Average Salary	Weight
Senior Accountant	Maintains financial records and ensures that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Prepares complex balance sheets, profit and loss statements and other financial reports. Analyzes current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. May guide or review the work of support staff. Requires a bachelor's degree in accounting or finance. May require Certified Public Accountant (CPA) credentials.	\$91,900	1.0

	Typically reports to a manager or head of a unit/department. 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.		
	<b>Michigan (State)   All Industries   All FTEs</b>	<b>\$91,900</b>	<b>1.0</b>

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro)   All Industries   All FTEs	84.8	93.7	103.7	94.5
Lansing,MI (Metro)   All Industries   All FTEs	81.0	89.4	98.8	90.1
Michigan (State)   All Industries   All FTEs	82.2	91.1	101.4	91.9

Sources:

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

**Chief Deputy Treasurer**

**Salary.com CompAnalyst**

Title	Description	Base Average Salary	Weight
Senior Financial Reporting Accountant	Prepares periodic financial statements required for external reporting. Collects and analyzes financial data, ensuring that all reporting is in compliance with SEC and GAAP reporting guidelines. Consolidates entries and accounts to be utilized in financial statements. Prepares internal reports as required. Researches accounting rules and regulations and makes recommendations regarding company policy. May provide support and assistance to external auditors. Requires a bachelor's degree of Accounting or Finance. Typically reports to a supervisor or manager.  P03-Senior (Career Level) : Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience.	\$100,900	.5
Treasury Manager	Manages all aspects of daily treasury operations to meet the financial obligations of the organization. Monitors cash reporting and forecasting, credit administration, lender compliance requirements, administration of business insurance programs, and	\$134,500	.5

	<p>debt facility modeling. Allocates cash balances, maintains investment records, and prepares expense and earnings forecasts. Develops and implements department policies, procedures, and internal controls. Ensures policies and procedures meet the organization's objectives, needs, and regulatory body requirements. 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 experience may be required. Extensive knowledge of the function and department processes.</p>		
	<b>Michigan (State)   All Industries   All FTEs</b>	<b>\$117,900</b>	<b>1.0</b>

SCOPE ↑	BASE(000s)			
	25TH	50TH	75TH	AVG.
Ann Arbor,MI (Metro)   All Industries   All FTEs	108.3	121.6	136.3	123.3
Lansing,MI (Metro)   All Industries   All FTEs	102.9	115.6	129.6	117.3
Michigan (State)   All Industries   All FTEs	103.8	116.3	130.7	117.9

Funding Org  
10125300

	2025		2025	
	Chief Deputy Treasurer		Chief Deputy Treasurer	
	Grade 12 - 3		Grade 13 - Step 3	
	Non Union		Non Union	
	<u>Annual Cost</u>		<u>Annual Cost</u>	
Salary	\$	94,852	\$	101,966
FICA	\$	7,256	\$	7,800
Pension	\$	16,957	\$	16,957
Health	\$	11,890	\$	11,890
Workers Comp	\$	266	\$	286
Longevity				
Life	\$	228	\$	245
LTD	\$	262	\$	281
STD	\$	730	\$	784
RHC - Savings				
Total Annual Costs	\$	132,440	\$	140,210
			\$	7,769

	2025		2025	
	Senior Accountant		Senior Accountant	
	Grade 10 - 4		Grade 11 - Step 3	
	Non Union		Non Union	
	<u>Annual Cost</u>		<u>Annual Cost</u>	
Salary	\$	83,015	\$	88,642
FICA	\$	6,351	\$	6,781
Pension	\$	16,957	\$	16,957
Health	\$	11,890	\$	11,890
Workers Comp	\$	233	\$	249
Longevity				
Life	\$	199	\$	213
LTD	\$	229	\$	245
STD	\$	639	\$	682
RHC - Savings				
Total Annual Costs	\$	119,512	\$	125,658
			\$	6,146

Department Director



Date

11/18/2024

Fiscal Services



Date

11/18/2024



## CONTACT INFORMATION

Requester: Jennifer Nash Title of Requester: Treasurer  
Dept. Phone Number/Extension: 8859 Date Requested: 11/14/2024

## POSITION INFORMATION

Position Title: Chief Deputy Treasurer Supervisor: \_\_\_\_\_

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)**: Request to reclass from grade 12 to grade 13  
effective date of 1/1/2025. Currently filled by Corleen Kruzel.

## FUNDING INFORMATION

Base Annual Salary: \$101,966 This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_

Allocation **(Required)**: Current: Org. 10125300 % 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 \_\_\_\_\_ Jennifer Nash \_\_\_\_\_ 11/14/2024  
Department Head \_\_\_\_\_ Date \_\_\_\_\_

## HR OFFICE ONLY

Job Class: 7085 Job Title: Chief Deputy Treasurer Grade/Step: N13S / 3

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 11.18.2024

## BUDGET OFFICE ONLY

Position Control # 25300101 ☒ Org. 10125300

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

Comments: Requires BOC approval

Budget Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_



## CONTACT INFORMATION

Requester: Jennifer Nash Title of Requester: Treasurer  
Dept. Phone Number/Extension: 8859 Date Requested: 11/14/2024

## POSITION INFORMATION

Position Title: Senior Accountant - Treasurer Supervisor: \_\_\_\_\_

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**): Request to reclass from grade 10 to grade 11  
effective date of 1/1/2025. Currently filled by Andrea Johnson.

## FUNDING INFORMATION

Base Annual Salary: \$88,642 This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_

Allocation (**Required**): Current: Org. 10125300 % 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 \_\_\_\_\_ Jennifer Nash \_\_\_\_\_ 11/14/2024  
Department Head \_\_\_\_\_ Date \_\_\_\_\_

## HR OFFICE ONLY

Job Class: 7062 Job Title: Sr. Accountant Treasury Grade/Step: N11S / 3

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 11.18.2024

## BUDGET OFFICE ONLY

Position Control # 25300102 ✓ Org. 10125300

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.

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**Resolution Approving Appointments to the Livingston County Airport Zoning Board of Appeals – Board of Commissioners**

**WHEREAS,** terms of two (2) representatives on the Livingston County Airport Zoning Board of Appeals will expire on December 31, 2024; 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 incumbents and Planning Commissioners, Bill Call and Matthew Ikle, have expressed interest in serving another term.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the appointments of Bill Call and Matthew Ikle to the Livingston County Airport Zoning Board of Appeals for three (3) year terms expiring on December 31, 2027.

# # #

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Reducing Membership and Approving Appointments to the Livingston County Board of Public Works – Board of Commissioners**

**WHEREAS,** Act 185 of 1957 (MCL 123.732) provides the Livingston County Board of Commissioners (BOC) with the statutory authority to reduce the Livingston County Board of Public Works (BPW) from its current nine (9) members to seven (7) members; and

**WHEREAS,** the terms of five (5) BPW members will be vacant as of 12/31/24; and

**WHEREAS,** the BOC wishes to reduce the membership of the BPW to seven (7) members and appoint three (3) candidates to the remaining vacant terms; and

**WHEREAS,** the Chairman of the Livingston County Board of Commissioners has nominated the following incumbents for reappointment:

Greg Tatara ..... Term expires December 31, 2027

Mike Cunningham..... Term expires December 31, 2027

Dale Brewer ..... Term expires December 31, 2027

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

# # #

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



**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

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

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

**WHEREAS,** the term of representatives on the Livingston County Community Mental Health Authority Board have been vacated and/or terms have expired; and

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

**New Appointment:**  
Andrew Yurkanin .....Term expires 12.31.2026

**Re-Appointment**  
Roxanne Garber .....Term expires 12.31.2027  
Connie Nagy .....Term expires 12.31.2027  
Michell Kozak .....Term expires 12.31.2027

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

# # #

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Authorizing Appointments to the Human Services Collaborative Body – Board of Commissioners**

**WHEREAS,** the terms of representatives on the Livingston County Human Services Collaborative Body have expired and/or seats have been vacated; and

**WHEREAS,** the following appointments have been nominated by the Human Services Collaborative Body Executive Committee:

**Human Services Collaborative Body**

**Renewal:**

Brooke Rains, *Non-/For Profit*..... Term expires 9.30.2027

Buffy Kahl, *Business* ..... Term expires 9.30.2027

John Furey, *Non-/For Profit*..... Term expires 9.30.2027

Angela Parth, *Non-/For Profit*..... Term expires 9.30.2027

**New:**

Katharine Choate, *Non-For/Profit* ..... Term expires 9.30.2027

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

# # #

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

## HSCB Recommendations:

New or Renewal	Name and Organization	<p><b>The HSCB is an advisory body organized by agreement among the human service agencies of the county. The mission of the HSCB is: Ensuring a system of support for members of our community.</b></p> <p><b>Please share: 1. Your motivation to join the Livingston County HSCB and contribute to the community. 2. The unique value and perspective you offer to the HSCB. 3. Relevant experiences, either from work or life, that will enhance the HSCB membership. (This response will be used as part of the nominating process and shared with members of the HSCB and Board of Commissioners.)</b></p>
Renewal	Brooke Rains, Child Care Network	I would love to continue to be a part of the Livingston HSCB! Child Care Network is often the voice of child care (of all settings) in our communities and staying on with the HSCB will help that perspective continue to be in the space. This is important in raising awareness and in collaborating with other agencies and businesses to ensure support for clients and the workforce. Thanks for considering my renewal!
Renewal	Buffy Kahl, LETS Transportation	Working with LETS Transportation for the last 11 years has opened my eyes to some of the needs and barriers in our community. I believe that working together we can help to end some of those problems others face. On my end we can help with the communities needs for transportation. We work hard to provide any help that we can. During my childhood we struggled with housing and having enough food. We had organizations that helped us back then, even though my mom had such a difficult time asking for help. I would be honored to be a part of a committee that works to help our community.
Renewal	John D. Furey, Livingston County Catholic Charities	<p>1. I would like to continue as a voting member of the HSCB representing Livingston County Catholic Charities for a second term. I am now in my seventh year as Clinical Director of LCCC, supervising our Mental Health and Substance Abuse Counseling Programs. I would like to remain a member of the HSCB because it plays an important role in the life of all human services in the county and because the many different agencies are able to utilize the HSCB to work well together to accomplish important things on behalf of the citizens of Livingston County.</p> <p>2. I have been a social worker and mental health and substance use therapist for the past 42 years, and have worked for the past 21 years of my career in Livingston County providing services to both county residents and persons from nearby areas. Prior to that I worked primarily in Washtenaw County. I am very familiar with the area and the human service needs of the region. I believe I bring the benefit of long experience to the table.</p> <p>3. I have spent the majority of my career working in the healthcare field, with well known regional entities, first the</p>

		<p>St. Joe's/Trinity system, then the Ascension system and now Catholic Charities. Having more recently been both a provider of health care and a recipient of health care services, I have a greater understanding of both ends of what it is like to navigate and work with large and complex healthcare delivery systems.</p>
Renewal	Angela Parth, Livingston Family Center	<p>Livingston Family Center has been an active member of the Human Services Collaborative Body (HSCB) for 16 years. For 12 of those years, I have been the agency's representative and served on the HSCB's Executive committee for several of those years. I am a lifelong resident of Livingston County and have worked within the human services field for 24 years. I am proud of the collaboration and diversity the HSCB promotes and have witnessed the successes of the workgroups throughout the years as a result of this unique coordination. Livingston Family Center's staff sit on several of the workgroups that coordinate to identify and address unmet needs within our community. As the director of Livingston Family Center, I would like to continue my membership and assist the HSCB in its mission to provide relevant, coordinated services to our community.</p> <p>As the only non-profit agency providing emergency shelter and crisis services to runaway and homeless youth in our community, Livingston Family Center brings a unique perspective to the HSCB and its workgroups. Additionally, my years of professional experience within the human services field--juvenile court, community mental health, housing and crisis intervention, grant writing, program development--allows me to see and the bigger picture and assist in guiding the overall vision of the HSCB.</p>
New Applicant	Katharine Choate, Gleaners Community Food Bank	<p>As a lifelong resident of Livingston County, I grew up in Brighton with my parents and three siblings, I have also raised my own family in Brighton as well. I was hired by Gleaners Community Food Bank in January, in my role as Senior Director of Gleaners Livingston am responsible for advancing the mission and work of Gleaners and forming strategic alliances and partnerships that will increase community food security in Livingston County. I would like the opportunity to join the HSCB to cultivate a greater understanding of the needs of our neighbors in Livingston County and how we as an organization can better serve the residents that we provide services to.</p> <p>As the Senior Director of Gleaners Livingston County, I have come to the role with an extensive background in operations and community engagement. A big part of the work we do is understanding our community and how we can better serve our children, families, seniors, and veterans. My work with our key stakeholders - Livingston County United Way, Trinity Health, and Lake Trust, to name a few, is successful because we have cultivated good relationships through our collaborations to serve Livingston County residents.</p> <p>As a former vice president of operations for a global paint company, I know firsthand the importance of partnerships. I</p>

		<p>am proud of the many collaborations, personal and professional, with people and organizations that have resulted in significant impact for their customers, partners and constituents. I have extensive experience serving with nonprofit organizations as a volunteer and I owned an event planning company. I have organized events in Livingston County that have made a difference in the lives of the people who the organizations serve. I am a member of the Sunrise Rotary in Howell, and I plan to be a mentor for the Livingston County Reaching Higher program. I serve on the board of Detroit Catholic Central Mothers Club, and currently chair a committee that raises funds for student school activities.</p>
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RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution to Approve Appointments, Three-Year Terms, and Staggered Terms to the Livingston County Parks & Open Space Advisory Committee – Planning Department / Board of Commissioners**

**WHEREAS,** Resolution 105-039 authorizes the Chairman of the Livingston County Parks and Open Space Committee to recommend candidates to be approved by the Chairman of the County Board of Commissioners and subject to the affirmation by the County Board of Commissioners; and

**WHEREAS,** Resolution 2015-03-062 amended 105-039 to increase membership for up to 12 members, two of those being County Commissioners; and

**WHEREAS,** Resolution 105-039 does not designate term length or term expiration guidelines; and

**WHEREAS,** currently all the ten (10) members terms are renewed annually; and

**WHEREAS,** it is recommended to amend Resolution 105-039 for members to serve three-year terms on a rotating expiration schedule; and

**WHEREAS,** the current ten (10) members wish to continue to serve on the Parks and Open Space Advisory Committee; and

**WHEREAS,** the following appointments and term expirations have been recommended:

Members	Term Expiring
1.) Bill Rubin	March 31, 2025
2.) Jay Bibby	March 31, 2025
3.) Brian Jonckheere	March 31, 2025
4.) Janice Lobur	March 31, 2026
5.) Bill Call	March 31, 2026
6.) Tim Church	March 31, 2026
7.) Kevin Eggleston	March 31, 2027
8.) Mike Arens	March 31, 2027
9.) Gary Edwards	March 31, 2027
10.) Neal Glazebrook	March 31, 2027

**THEREFORE, BE IT RESOLVED:** that the Livingston County Board of Commissioners hereby approves the above referenced appointments for three-year terms on a rotating expiration schedule, commencing upon approval of this resolution.

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**MOVED:**

**SECONDED:**

**CARRIED:**



# Livingston County Department of Planning

## MEMORANDUM

Scott Barb  
AICP, PEM  
Director

**TO:** Livingston County Board of Commissioners

**FROM:** Scott Barb

**DATE:** October 22, 2024

**SUBJECT:** Resolution to Approve Appointments, Three (3) Year Terms and Rotating Term Expiration to the Livingston County Parks and Open Space Advisory Committee

Robert A. Stanford  
AICP  
Principal Planner

Martha Haglund  
AICP Candidate  
Principal Planner

This resolution seeks to establish rotating terms for members of the Parks and Open Space Advisory Committee. Terms are for three (3) years and have been staggered to ensure compliance with previous resolutions that maintain a minimum of seven (7) members and not more than twelve (12) members.

This resolution seeks to amend Resolution 105-039 (January 18, 2005) that does not designate term length or term expiration guidelines. The following appointments and term expirations have been recommended:

Members	Term Expiring
1.) Bill Rubin	March 31, 2025
2.) Jay Bibby	March 31, 2025
3.) Brian Jonckheere	March 31, 2025
4.) Janice Lobur	March 31, 2026
5.) Bill Call	March 31, 2026
6.) Tim Church	March 31, 2026
7.) Kevin Eggleston	March 31, 2027
8.) Mike Arens	March 31, 2027
9.) Gary Edwards	March 31, 2027
10.) Neal Glazebrook	March 31, 2027

### Department Information

Administration Building  
304 E. Grand River Avenue  
Suite 206  
Howell, MI 48843-2323

(517) 546-7555  
Fax (517) 552-2347

Web Site  
[www.milivcounty.gov](http://www.milivcounty.gov)

Should you have any questions on this matter, please contact me at any time.

Respectfully,

Scott Barb

**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 Veterans Services Committee – Board of Commissioners**

- WHEREAS,** the term of a representative on the Livingston County Veteran Services Committee has been vacated; and
- WHEREAS,** a notice of the vacancy, published on the home page of the Livingston County website, directed qualified and interested candidates to apply online beginning October 25 through November 7, 2024, and published in Livingston County Press & Argus on Sunday, October 27, 2024; and
- WHEREAS,** the Interview Committee conducted interviews with the three (3) applicants at a public meeting on Friday, November 21, 2024; and
- WHEREAS,** the Chairman of the Livingston County Board of Commissioners nominates the candidate, David Grissom, to be appointed to the Livingston County Veteran Services Committee for the remainder of the vacated term set to expire on December 31, 2026.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the appointment of David Grissom to the Livingston County Veterans Services Committee for a term commencing upon approval and expiring on December 31, 2026.

# # #

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