



Personnel Committee Meeting Agenda

February 3, 2025

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. Pledge of Allegiance to the Flag	
3. Roll Call	
Frank Sample - Chairman, Roger Deaton - Vice Chairman, Melvin Paunovich, and Nick Fiani	
4. Approval of Agenda	
5. Call to the Public	
6. Approval of Minutes	
6.1 Meeting Minutes dated: January 13, 2025	3
6.2 Closed Meeting Minutes Dated: January 13, 2025	
7. Tabled Items from Previous Meetings	
8. Reports	
9. Discussion	
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Resolution Approving an Appointment to the Livingston County
Retirement Plan Advisory Committee – Board of Commissioners

11. Closed Session

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

12. Adjournment



Personnel Committee Meeting Minutes

January 13, 2025, 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, Roger Deaton - Vice Chairman, Melvin Paunovich, Nick Fiani

1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Frank Sample at 6:24pm.

2. Roll Call

Frank Sample - Chairman, Roger Deaton - Vice Chairman, Melvin Paunovich, 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 move Resolution 9.4 ahead of Resolution 9.3 on the Agenda.

Moved by: R. Deaton

Seconded by: N. Fiani

Yes (4): F. Sample, N. Fiani, R. Deaton, M. Paunovich; No (0): None; Absent (0): None

Motion Carried (4-0-0)

5. Call to the Public

None

6. Approval of Minutes

Motion to approve both 6.1 and 6.2 Meeting Minutes as presented.

Moved by: R. Deaton

Seconded by: N. Fiani

Yes (4): F. Sample, N. Fiani, R. Deaton, M. Paunovich; No (0): None; Absent (0): None

Motion Carried (4-0-0)

6.1 Meeting Minutes dated: December 02, 2024

6.2 Closed Meeting Minutes
December 02, 2024

7. Tabled Items from Previous Meetings

None.

8. Reports

None

9. Resolutions for Consideration

9.1 Treasurer

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

Motion to approve the Resolution as presented.

Moved by: R. Deaton

Seconded by: N. Fiani

Yes (4): F. Sample, N. Fiani, R. Deaton, M. Paunovich; No (0): None; Absent (0): None

Motion Carried (4-0-0)

9.2 Fiscal Services

Resolution Approving the Reclassification of the Deputy Financial Officer and the Senior Financial Analyst

Motion to approve the Resolution as presented.

Moved by: R. Deaton

Seconded by: N. Fiani

Yes (4): F. Sample, N. Fiani, R. Deaton, M. Paunovich; No (0): None; Absent (0): None

Motion Carried (4-0-0)

9.4 Human Resources

Resolution to Amend the Livingston County Paid Sick Leave Workplace Policy and the Personnel Manual due to the Passage of the Michigan Earned Sick Time Act – Human Resources

Motion to recommend the Resolution to the Board of Commissioners.

Moved by: N. Fiani

Seconded by: R. Deaton

Yes (4): F. Sample, N. Fiani, R. Deaton, M. Paunovich; No (0): None; Absent (0): None

Motion Carried (4-0-0)

9.3 Board of Commissioners - RC

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: N. Fiani

Seconded by: R. Deaton

Yes (4): F. Sample, N. Fiani, R. Deaton, M. Paunovich; No (0): None; Absent (0): None

Motion Carried (4-0-0)

10. Closed Session

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

Motion to move into Closed Session at 8:25pm.

Moved by: R. Deaton

Seconded by: N. Fiani

Roll Call Vote: Yes (4): F. Sample, N. Fiani, R. Deaton, M. Paunovich; No (0): None; Absent (0): None

Motion Carried (4-0-0)

Motion to Return to Open Session at 8:45pm.

Moved by: N. Fiani

Seconded by: R. Deaton

Yes (4): F. Sample, N. Fiani, R. Deaton, M. Paunovich; No (0): None; Absent (0): None

Motion Carried (4-0-0)

11. Adjournment

Motion to Adjourn meeting at 8:46pm.

Moved by: N. Fiani

Seconded by: R. Deaton

Yes (4): F. Sample, N. Fiani, R. Deaton, M. Paunovich; No (0): None; Absent (0): None

Motion Carried (4-0-0)

Pam Dinsmore,

Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Entering into a Contract for Investment Advisory Services to the Retirement Plan Advisory Committee – Fiscal Services/Human Resources

WHEREAS, Resolution 2018-01-005 authorized the creation of a Retirement Advisory Committee to ensure that Livingston County meets its fiduciary responsibilities and performs its due diligence to ensure the plans that make up the §401(a) Defined Contribution and §457 Deferred Compensation plans (the “Plans”) are compliant with respect to state and federal regulations and that their operation is open and available to those employees participating in the two plans; and

WHEREAS, Resolution 2018-06-114 authorized the agreement for investment advisory services with Plante Moran Financial Advisors, who later sold the division to CAPTRUST FINANCIAL ADVISORS, our current vendor, who’s current contract is expiring; and

WHEREAS, the County has done its due diligence to ensure the Plans’ benefits are competitive with respect to cost, investment offerings, plan services; and

WHEREAS, the County issued a Request for Proposal for Investment Advisor and Consulting Services to assist the Retirement Plan Advisory Committee with plan Governance, Investment Oversight and Analysis, Fee Analysis, Provider Benchmarking; and

WHEREAS, after bid review, the bid review committee is making a recommendation to award the contract to CAPTRUST FINANCIAL ADVISORS at a flat annual fee of \$54,000 plus 3% escalator.

WHEREAS, funding for the contract will be paid for from the Benefit Fund and will require a budget amendment to the 2025 Operating Budget.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into a contract with CAPTRUST FINANCIAL ADVISORS for Investment Advisor and Consulting Services to assist the Retirement Plan Advisory Committee in meeting the County’s fiduciary responsibilities. The term of the contract will be for three (3) years with the option to renew for an additional two (2) year period at a cost of \$54,000 for the first year, with 3% escalator in years 2-3 and will be paid for from the County Benefit Fund.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes any budget amendment required to effectuate the above.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is hereby authorized to sign all forms, assurances, contracts/agreements, and future amendments for contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



**Bid Synopsis
For
Investment Advisor and Consulting Services**

RFP Issued & Publicly Posted: 10/21/2024	Public Postings: Livingston Co. Website (livgov.com) BidNet (bidnetdirect.com/mitn)
Solicitation #: RFP-LC-24-19	
Number of Timely Responses Received: 4	RFP Due Date: 11/18/2024

The Evaluation Committee has completed evaluation of the bids received for the Request for Proposals (RFP) referenced above. The purpose of this RFP was to obtain bids from qualified and experienced vendors to provide Investment Advisor and Consulting Services for 401(a) Defined Contribution Plan and 457(b) Deferred Compensation Plans. Below is a recap of the RFP process and evaluation.

The RFP documents were publicly posted on two websites. Four responses were received as follows:

- Capital Cities LLC
- CAPTRUST
- Dahab Associates
- SageView Advisory Group

Capital Cities LLC offered a thorough response. They do not have previous experience with the County and their total managed assets are smaller than others in the bidding pool. They do provide a strong staff with over 20 years of experience. They would service the County from their office in Indiana and they did not have a location in Michigan.

CAPTRUST offered a very thorough and excellent response, not only answering all the RFP requirements but providing detailed responses. They have excellent experience with Livingston County and a multitude of other experiences that bodes a high level of confidence in the value they can bring to the County. The amount of assets they managed was the highest in the bidder pool and far exceeded the requirements of the RFP. The qualifications of the staff proposed were of the highest level and they have a Grand Rapids office in close proximity.

Dahab Associates offered a lacking response with limited information in their responses. The qualifications of their staff were strong but overall, their responses to the RFP requirements left information open-ended without providing clear, concise information for the evaluation team to easily decipher how they would meet the requirements of the County.

SageView Advisory Group offered a thorough response leading with a strong qualification of the proposed staff. They have vast experience between their team. The



proposal lacked information related to how they would meet the mandatory minimum requirements but only stated that they could meet it. Their public sector assets were strong but not as high as others in the bidding pool. They also do not have previous experience with the County, and they would service the County from Ohio or Florida.

Based on all the information above, the evaluation committee unanimously agreed to recommend CAPTRUST for a contract award.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving an Appointment to the Livingston County Retirement Plan Advisory Committee – Board of Commissioners

WHEREAS, the terms of two (2) county employee representatives on the Livingston County Retirement Plan Advisory Committee will expire on February 28, 2025; and

WHEREAS, _____ and _____ were nominated by a vote of their fellow employees to fill these two terms.

_____, Term expires 2.28.2028

_____, Term expires 2.28.2028

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

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**MOVED:
SECONDED:
CARRIED:**