

PERSONNEL COMMITTEE AGENDA

July 18, 2018, 8:00 am

304 E. Grand River, Conference Room 4, Howell, MI 48843

Pages

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. CALL TO THE PUBLIC
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 - Minutes of Meeting Dated: June 20, 2018
 - Closed Session Meeting Minutes Dated: June 20, 2018
5. TABLED ITEMS FROM PREVIOUS MEETINGS
6. REPORTS
7. RESOLUTIONS FOR CONSIDERATION
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 - 7.2 Administration 12

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Resolution to Adopt a Board of Commissioners Policy on Separation Agreements and Letters of Understanding
8. DISCUSSION
 - Employee Recognition Program

9. CLOSED SESSION

- FLSA Pending Litigation
- Labor Relations Update

10. ADJOURNMENT

PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

June 20, 2018, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Members Present:

Robert J. Bezotte, Carol S. Griffith, William Green

Staff Present:

Ken Hinton, Cindy Catanach, Jennifer Palmbo, Jeff Boyd,
Kevin Wilkinson, Jennifer Slater, Amy Hill, Stacy Bono

1. CALL MEETING TO ORDER

The meeting was called to order by Comm. Robert Bezotte at 8:00 a.m.

2. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By: William Green

Seconded By: Carol S. Griffith

Motion: Carried (3-0)

3. CALL TO THE PUBLIC

None.

4. APPROVAL OF MINUTES

- Meeting Minutes Dated: May 16, 2018
- Closed Session Meeting Minutes Dated: May 16, 2018

Motion to approve the minutes as presented.

Moved By: William Green

Seconded By: Robert J. Bezotte

Motion: Carried (3-0)

5. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

6. REPORTS

None

7. RESOLUTIONS FOR CONSIDERATION

7.1 Human Resources

Resolution Authorizing an Agreement with AON Hewitt to Provide Employee Benefits Broker and Consulting Services

Motion to Approve the Above Resolution and Move Forward to Finance Committee.

Moved By: Carol S. Griffith

Seconded By: William Green

Motion: Carried (3-0)

8. DISCUSSION

- Employee Engagement Survey – Use of a 3rd Party for this Year’s Survey

Jennifer Palmbo reviewed last year’s employee survey results. 46% of employees participated in the survey. 82% of those who participated said they were proud to work for Livingston County. Jennifer stated that although it is free to participate in Top Work Places 2018, the consulting services are provided at an additional fee. The survey results will be grouped by department, with departments having 5 or less employees being grouped together. Departments having 10 less participation will also be grouped together for confidential purposes. Receiving the Top Work Place Award would be beneficial in our recruitment and retention efforts. This survey would take place mid July.

9. CLOSED SESSION

- Collective Bargaining Update

Motion to go into Closed Session at 8:15 a.m.

Moved By: William Green

Seconded By: Carol S. Griffith

Motion: Carried (3-0)

Motion to Return to Open Session at 8:28 a.m.

Moved By: William Green

Seconded By: Carol S. Griffith

Motion: Carried (3-0)

10. ADJOURNMENT

Motion to adjourn the meeting at 8:33 a.m.

Moved By: Carol S. Griffith

Seconded By: William Green

Motion: Carried (3-0)

Respectfully submitted by:

Amy Hill
Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY CREATED PUBLIC DEFENDER ADMINISTRATOR POSITION AT GRADE 13

WHEREAS, the Public Defender Administrator is a new position that will report to the County Administrator and have responsibility for administering the public defender program consistent with the Michigan Indigent Defense Commission (MIDC) Act of 2013, 2013 PA 93; and

WHEREAS, the Public Defender Administrator position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 13; and

WHEREAS, this position will be funded by grant funds.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the newly created Public Defender Administrator position at Grade 13, effective with the approval of this resolution.

NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee. The resolution to create the new position of Public Defender Administrator will need Board approval under separate resolution.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

July 12, 2018

Ms. Jennifer Palmbo
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbo,

This letter is in regard to your request for our firm to conduct a classification analysis for the new position of Public Defender Administrator in the Livingston County organization. In completing the classification analysis for this new position I have performed the following tasks:

- Reviewed job-related information including the job description information that was submitted.
- Spoken with the County Administrator concerning the particular duties of the position.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

The results of the classification analysis for the position are included in the attached Table A. The position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County's pay grade structure.

BACKGROUND FOR THE POSITION OF PUBLIC DEFENDER ADMINISTRATOR

The Public Defender Administrator is a new position that will report to the County Administrator and have responsibility for administering the public defender program to ensure that indigent adult defendants receive competent legal representation in criminal proceedings. The incumbent will be a licensed attorney and have responsibility for selecting, assigning and monitoring the output of attorneys serving as public defenders as well as approving all resources required for effective case management. The incumbent will also assist in court proceedings as workload dictates.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 2,608 for the Public Defender Administrator. This would place the new position in grade 13 of the County's pay grade structure.

* * * * *

We have appreciated the opportunity to assist Livingston County in this important classification analysis. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF JULY 12, 2018

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Public Defender Administrator	453	510	360	50	480	160	80	475	40	0	2608	13

**LIVINGSTON COUNTY
JOB DESCRIPTION**

PUBLIC DEFENDER ADMINISTRATOR

Supervised By: County Administrator

Supervises: Subordinate departmental employees as assigned

FLSA Status: Exempt

Position Summary:

Under the direction of the County Administrator is responsible for administering the public defender program to ensure that indigent adult defendants receive competent legal representation in criminal proceedings. Responsible for screening, selecting and maintaining a roster of eligible attorneys for case assignment, evaluating attorney performance, maintaining payments, authorizing investigative resources and performing other duties associated with the provision of competent and consistent legal representation.

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. Manages the public defender operation separate from the court including budgeting, planning, and general administration. Provides the County Administrator with ongoing reports regarding caseload, legal resources and costs.
2. Supervises any support staff if so assigned. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance and assures necessary training and professional development. Recommends disciplinary action according to established procedures.
3. Screens each defendant for eligibility for assigned counsel based on income and other available assets. Follows baseline criteria ensuring that procedures are consistently applied.
4. Identifies attorneys that are qualified to accept assignments. Ensures that interested attorneys meet the MDIC standards established for legal providers – including basic skills and annual training requirements.
5. Maintains a roster of qualified attorneys and makes case assignments. Monitors cases and the performance of assigned attorneys.

6. Approves the use of investigators, experts and other resources required for particular cases and assigned counsel.
7. Reviews, approves and handles vouchers for payment to assigned attorneys, investigators, experts and other expenditures associated with particular cases.
8. Resolves non-grievance matters between defendants, and assigned counsel and the courts, including administratively reassigning counsel when appropriate.
9. Functions as a public defender for arraignments or defense cases if required by workload or circumstances.
10. Assists with the coordination of compliance with the MIDC standards, including annual grant requests for funding compliance plans.
11. Attends legal conferences and seminars to stay current on legal issues, updates administrative techniques regarding public defender requirements and other legal matters.
12. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Juris Doctorate Degree and three years of progressively more responsible experience as a public defender or assistant prosecuting attorney.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Licensed to practice law in the State of Michigan and a member in good standing with the Michigan Bar Association.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management, and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of State of Michigan criminal and case law, and public defender processes and procedures.

- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- 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 and the courts, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and the ability to learn data base software utilized in public defender administration.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE PURCHASING ASSISTANT TO A PURCHASING COORDINATOR POSITION AND CHANGING THE PAY FROM GRADE 5 TO GRADE 8

WHEREAS, County Administration will be restructuring the County purchasing function in light of a forthcoming staff retirement; and

WHEREAS, rather than having two purchasing positions (i.e. Purchasing Agent - Grade 10 and Purchasing Assistant – Grade 5) the Purchasing Assistant will be retitled Purchasing Coordinator and will handle the purchasing functions along with a third party; and

WHEREAS, the Purchasing Coordinator position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 8

WHEREAS, this position is funded in the 2018 budget due to vacancy savings.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby concurs that the Purchasing Assistant be retitled the Purchasing Coordinator at Grade 8, effective with the approval of this resolution.

NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee. The resolution to create the new position of Purchasing Coordinator will need Board approval under separate resolution.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

July 15, 2018

Ms. Jennifer Palmbo
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbo,

This letter is in regard to your request for our firm to conduct a classification analysis for the new position of Purchasing Coordinator in the Livingston County organization. In completing the classification analysis for this position I have performed the following tasks:

- Reviewed job-related information including the job description information that was submitted by the Deputy County Administrator – Financial Officer.
- Reviewed information regarding Livingston County’s classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

The results of the classification analysis for the position are included in the attached Table A. The position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County’s pay grade structure.

BACKGROUND FOR THE POSITION OF PURCHASING COORDINATOR

With the pending retirement of the Purchasing Agent, County Administration will be streamlining the purchasing function. Rather than having two positions (i.e. Purchasing Agent and Purchasing Assistant) a new position will be created to handle the purchasing function. This new position, titled Purchasing Coordinator will both assume and lose duties performed by the two existing positions. The new position will have full responsibility for purchasing and procurement but will not have the financial duties performed by the Purchasing Agent. The new position will have the day-to-day purchasing responsibilities of the Purchasing Assistant but not the current clerical responsibilities. Essentially, the new position’s duties will recognize the importance of maintaining a professional purchasing operation while achieving cost efficiencies through the reassignment of non-related or support duties.

The results of the point factor analysis for the Purchasing Coordinator are summarized below.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,862 for the Purchasing Coordinator. This would place the new position in grade 8 of the County's pay grade structure.

* * * * *

We have appreciated the opportunity to assist Livingston County in this important classification analysis. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF JULY 15, 2018

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Purchasing Coordinator	337	330	300	0	330	90	90	325	60	0	1862	8

**LIVINGSTON COUNTY
JOB DESCRIPTION**

PURCHASING COORDINATOR

Supervised By: Deputy County Administrator - Financial Officer

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Deputy County Administrator - Financial Officer, serves as the lead contact for all County departments for the economical and timely procurement of materials, supplies, equipment and services in compliance with the County's purchasing policy. Interacts with vendors and determines the most cost effective purchasing options. Facilitates the maintenance of the County's central records retention as well as the disposal of County property deemed as surplus.

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. Coordinates the preparation and evaluation of purchase orders and bid specifications, requests for proposals and qualifications, and the evaluation of proposals and service contracts.
2. Creates, issues, reviews and participates in the bid, quote and proposal processes. Assists department personnel in determining needs and preparing specifications.
3. Participates in administering construction-related services including, but not limited to, managing the procurement process and contract amendment process.
4. Consults with departments regarding questions and purchasing needs, and handles follow-up on orders.
5. Confers with vendors regarding availability, quantity and delivery requirements for goods and services.
6. Monitors departmental programs by reviewing forms and documents for compliance with operational policies, procedures and processes and prepares related forms.
7. Monitors the completion of proposal and service contracts.

8. Researches existing or proposed contracts for alternative vendors, optional contracts, and competitive pricing.
9. Administers and oversees the procurement card program.
10. Manages and coordinates disposition of surplus goods in accordance with purchasing, ordinance and related procedures.
11. Facilitates the maintenance of the County's central records including permanent records retention. Coordinates disposition of records with the departments.
12. Analyzes repeat purchases that could benefit from competitive bids or blanket purchase orders.
13. Serves as lead for the purchasing, vendor self-service and bid management modules for the County's financial software system.
14. Facilitates in the disposal of County property deemed as surplus.
15. Researches and investigates purchasing and procurement options with the objective of improving cost benefit.
16. Assists the financial team with assigned financial-based or office duties.
17. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in accounting, procurement, business administration or related field and three years of progressively more responsible experience in procurement or business administration, including supervisory experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certified Professional Public Buyer (CPPB) certification preferred.
- Knowledge of the principles and practices of purchasing and service acquisition.

- Knowledge of practices in bidding procedures and principles, contract writing and interpretation, and costing principles.
- Ability to learn the County's electronic and non-electronic format document retention cycles.
- Ability to complete mathematical computations quickly and accurately.
- Skill in coordinating the proposal and bidding process, reviewing and evaluating bids and service contracts, and performing competitive pricing research.
- Skill in assembling and analyzing data, and preparing 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 emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and the ability to learn the County's financial system and other programs utilized by the Purchasing Division.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION TO ADOPT A BOARD OF COMMISSIONERS' POLICY ON SEPARATION AGREEMENTS AND LETTERS OF UNDERSTANDING

WHEREAS the Livingston County Board of Commissioners may delegate its authority to enter into separation agreements and Letters of Understanding; and

WHEREAS the Livingston County Board of Commissioners seeks to delegate certain authority to the County Administrator and Livingston County Personnel Committee; and

WHEREAS the proposed Policy on Separation Agreements and Letters of Understanding requires the formal approval of the Livingston County Board of Commissioners; and

WHEREAS the County Administrator, Human Resources/Labor Relations Director, Finance Officer and legal counsel for the County recommend entry into the proposed Policy on Separation Agreements and Letters of Understanding.

THEREFORE BE IT RESOLVED that the Policy on Separation Agreements and Letters of Understanding attached hereto and incorporated herein is adopted effective immediately.

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**MOVED:
SECONDED:
CARRIED:**

BOARD OF COMMISSIONERS' POLICY ON SETTLEMENT OF SEPARATION AGREEMENTS AND LETTERS OF UNDERSTANDING

The Board of Commissioners (BOC) adopts the following Policy on the settlement of separation agreements and Letters of Understanding establishing the respective authority of the full Board, the Personnel Committee and the County Administrator along with the requirements for approval and reporting of separation agreements and Letters of Understanding.

1. Settlement Authority of the County Administrator and Personnel Committee.
 - A. The County Administrator shall have authority to enter into separation agreements and Letters of Understanding when the consideration paid by the County has a value of \$10,000.00 or less;
 - B. Entering into separation agreements and Letters of Understanding when the consideration paid by the County exceeds \$10,000.00 but is less than \$50,000.00 shall require the approval of a majority of a quorum of the Personnel Committee;
 - C. Entering into separation agreements and Letters of Understanding when the consideration paid by the County exceeds \$50,000.00 shall require the approval by a majority of the Commissioners elected and serving on the County Board of Commissioners;
 - D. The terms and conditions of all separation agreements and Letters of Understanding, regardless of the amount of consideration, shall be in a form approved by legal counsel for the County;
 - E. The County Administrator shall provide each member of the Board of Commissioners a written quarterly report of all separation agreements and Letters of Understanding (e.g. department/type/amount) authorized under this Policy during the fiscal year.
2. Separation agreement and Letter of Understanding proposals which require approval by the full Board shall require the recommendation of at least one of the following: the County Administrator, the applicable Department Director, the applicable Elected Official or legal counsel for the County.
3. As used in this Policy, "consideration" shall refer to a monetary commitment on the part of the County, whether in the form of a lump sum cash payment, or compensation for services for a specified term, or individually-negotiated payments for benefits (e.g., COBRA); it excludes payments for salary and benefits previously earned and accrued by the employee (e.g., earned leave) or continued employment on the same terms as existed prior to the agreement.