

PERSONNEL COMMITTEE AGENDA

March 21, 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**
4. **APPROVAL OF MINUTES** 2
 - Meeting Minutes Dated: February 21, 2018
 - Closed Session Meeting Minutes Dated: February 21, 2018
5. **TABLED ITEMS FROM PREVIOUS MEETINGS**
6. **REPORTS**
7. **RESOLUTIONS FOR CONSIDERATION**
 - 7.1 **Information Technology** 5

Resolution To Approve The Pay Grade For The Newly Created Enterprise
Resource Planning Administrator Position At Grade 12
8. **CLOSED SESSION**

Collective Bargaining Update
9. **ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 21, 2018 – 8:00 A.M.

ADMINISTRATION BUILDING – CONFERENCE ROOM 4A
304 E. Grand River Avenue, Howell, MI 48843

PERSONNEL SUBCOMMITTEE MEETING

COMM. BEZOTTE COMM. GREEN COMM. GRIFFITH COMM. PARKER (EX OFFICIO)

JENNIFER PALMBOS, KEN HINTON, JENNIFER SLATER, CINDY CATANACH, JEFF BOYD, KRISTI COX,
BETSY HUNDLEY, STACY BONO

1. **CALL TO ORDER:** Meeting called to order by: Comm. Bezotte at 8:00 a.m.
2. **APPROVAL OF AGENDA:**

APPROVE THE AGENDA
MOVED BY: GRIFFITH / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

3. **CALL TO THE PUBLIC:** None
4. **APPROVAL OF MEETING MINUTES of January 17, 2018**

MOTION TO APPROVE THE MINUTES OF JANUARY 17, 2018
MOVED BY: GREEN / SECONDED BY: GRIFFITH
ALL IN FAVOR – MOTION PASSED

APPROVAL OF CLOSED MEETING MINUTES of January 17, 2018

MOTION TO APPROVE THE CLOSED MINUTES OF DECEMBER 20, 2017
MOVED BY: GRIFFITH / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED

5. **TABLED ITEMS FROM PREVIOUS MEETING: None.**
6. **REPORTS: None.**
7. **RESOLUTIONS FOR CONSIDERATION:**
8. **COUNTY CLERK: Resolution to approve the job evaluations for three positions within the County Clerk's Legal Division.**

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY GREEN / SECONDED BY GRIFFITH
ALL IN FAVOR – MOTION PASSED**

9. **HUMAN RESOURCES: Resolution to approve the job evaluations for four positions within the Human Resources Department.**

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY GRIFFITH / SECONDED BY GREEN
ALL IN FAVOR – MOTION PASSED**

10. **HUMAN RESOURCES: Resolution approving a three year extension of the employment agreement with Kenneth Hinton for County Administrator.**

**MOTION TO APPROVE THE ABOVE RESOLUTION AND MOVE FORWARD TO FINANCE COMMITTEE
MOVED BY GRIFFITH / SECONDED BY GREEN**

ALL IN FAVOR – MOTION PASSED

11. **HUMAN RESOURCES: Resolution authorizing the signing of a business associate agreement between Livingston County and St. John Providence Ascension in compliance with HIPPA as amended by the Hitech Act.**

**MOTION TO APPROVE THE ABOVE RESOLUTION AND MOVE FORWARD TO FINANCE COMMITTEE
MOVED BY GREEN / SECONDED BY GRIFFITH**

ALL IN FAVOR – MOTION PASSED

12. CLOSED SESSION: COLLECTIVE BARGAINING UPDATE

<p>MOTION TO GO INTO CLOSED SESSION AT 8:25 AM MOVED BY: GREEN / SECONDED BY: GRIFFITH</p> <p>ROLL CALL TO GO INTO CLOSED SESSION AT COMM. BEZOTTE– YES; COMM. GREEN – YES; COMM. GRIFFITH – YES</p>
<p>RETURN TO OPEN SESSION AT: 8:29 AM MOVED BY: GREEN / SECONDED BY: GRIFFITH</p>

13. ADJOURNMENT

<p>MOTIONED BY GREEN / SECONDED BY GRIFFITH TO ADJOURN AT 8:30 AM ALL IN FAVOR – MOTION PASSED</p>

Respectfully Submitted,
STACY BONO
ADMINISTRATIVE SPECIALIST

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution To Approve The Pay Grade For The Newly Created Enterprise Resource Planning Administrator Position At Grade 12

WHEREAS, the Information Technology Department has a need for a position that is responsible for providing complete system management for the Enterprise Resource Planning (ERP) system. The position will administer, monitor and maintain the ERP system and serve as liaison between module leads, Information Technology, and the ERP vendor support teams for implementation, maintenance and upgrades; and

WHEREAS, the ERP Administrator position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 12; and

WHEREAS, the increased costs for this position will be funded by vacancy savings in the 2018 budget and this position is in lieu of an existing position with no increase in personnel numbers.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the newly created ERP Administrator position at Grade 12, 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 ERP Administrator will need Board approval under separate resolution.

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MOVED:

SECONDED:

CARRIED: