

# **PERSONNEL COMMITTEE REVISED AGENDA**

August 15, 2018, IMMEDIATELY FOLLOWING FINANCE COMMITTEE  
304 E. Grand River, Conference Room 4, Howell, MI 48843

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**9. *ADJOURNMENT***

# PERSONNEL COMMITTEE

## MEETING MINUTES

### Livingston County

July 18, 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 Palmbos, Jennifer Slater, Kevin

Wilkinson, Elizabeth Hundley, Jennifer Nash, Stacy Bono, Amy Hill

#### Others Present:

Sarah Osburn ( Civil Counsel)

#### 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

#### 4. APPROVAL OF MINUTES

- Minutes of Meeting Dated: June 20, 2018
- Closed Session Meeting Minutes Dated: June 20, 2018

Motion to approve the minutes as presented.

**Moved By** Carol S. Griffith

**Seconded By** William Green

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

#### 5. TABLED ITEMS FROM PREVIOUS MEETINGS

#### 6. REPORTS

Commissioner Parker entered the meeting at 8:10 a.m.

## **7. RESOLUTIONS FOR CONSIDERATION**

### **7.1 Administration**

Resolution to Approve the Pay Grade for the Newly Created Public Defender Administrator Position at Grade 13

Motion to Approve the Above Resolution.

**Moved By** William Green

**Seconded By** Carol S. Griffith

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

### **7.2 Administration**

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

Motion to Approve the Above Resolution.

**Moved By** William Green

**Seconded By** Carol S. Griffith

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

### **7.3 Human Resources**

Resolution to Adopt a Board of Commissioners Policy on Separation Agreements and Letters of Understanding

Motion to Approve the Above Resolution and Move Forward to Finance Committee with the deletion of Section B and Section C would be changed from exceeds \$50,000 to exceeds \$10,000

**Moved By** William Green

**Seconded By** Carol S. Griffith

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

## **8. DISCUSSION**

- **Employee Recognition Program**

Jennifer Slater explained the new Employee Recognition Program detailing how employees can be recognized for their job performance by either the public or co-workers. Jennifer said there will be cards available at points of contact for the public to leave feedback on their experience. Jennifer also suggested a questionnaire should be available on the Livingston County website. Jennifer discussed that employees would be recognized on a quarterly basis with a winner being selected from an Advisory Committee.

**9. CLOSED SESSION**

- FLSA Pending Litigation
- Labor Relations Update

Motion to go into Closed Session at 8:40 a.m.

**Moved By** Robert J. Bezotte

**Seconded By** William Green

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

**Moved By** William Green

**Seconded By** Carol S. Griffith

Motion to Return to Open Session at 9:01 a.m.

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

**10. ADJOURNMENT**

Motion to adjourn the meeting at 9:02 a.m.

**Moved By** William Green

**Seconded By** Carol S. Griffith

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

Respectfully submitted by:

Amy Hill  
Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE SHERIFF ADMINISTRATIVE SPECIALIST TO A SHERIFF EXECUTIVE ASSISTANT/OFFICE MANAGER AND CHANGING THE PAY FROM GRADE 5 TO GRADE 7**

**WHEREAS,** the position of Administrative Specialist for the Sheriff is responsible for the office management and leadership over all clerical personnel at the Sheriff Department as well as handling administrative matters such as internal and external communications; and

**WHEREAS,** this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Sheriff's Administrative Specialist be retitled Executive Assistant/Office Manager – Sheriff and be reclassified from a Grade 5 to a Grade 7; and

**WHEREAS,** funding for this position is available within the budget.

**THEREFORE BE IT RESOLVED** that the Personnel Committee hereby concurs that the Sheriff's Administrative Specialist be retitled Executive Assistant/Office Manager – Sheriff and be reclassified from a Grade 5 to a Grade 7.

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**MOVED:**

**SECONDED:**

**CARRIED:**

# MUNICIPAL CONSULTING SERVICES LLC

August 2, 2018

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

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct a classification analysis for the new position of Executive Assistant/Office Manager – Sheriff 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 Sheriff's Department.
- Followed up with the Human Resources Department to obtain information regarding the organization structure and number of administrative/clerical personnel to be supervised.
- Discussed the positional duties and FLSA status of the position with the Sheriff.
- 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 EXECUTIVE ASSISTANT/OFFICE MANAGER - SHERIFF**

The Executive Assistant/Office Manager – Sheriff is a new position that will report to the Sheriff and Undersheriff and have responsibility for office management/leadership over all clerical personnel as well as an expanded role in handling administrative matters such as internal and external communications. The position incumbent is currently classified as an Administrative Specialist, a generic classification that covers a number of highly skilled administrative support

personnel throughout the Livingston County organization. The incumbent will retain most of the related responsibilities while taking on the new duties pertaining to office management.

It must be noted that this is not the first departmental request for reclassification for an incumbent in the role of Administrative Specialist to a higher level due to office leadership duties. In the past, any such requests did not result in a grade increase. Primarily this was due to the fact that some Administrative Specialists have traditionally had office leader responsibilities. As a result, all Administrative Specialists received this higher value and point factoring at the time of the original study and grade placement.

The current request for reclassification differs in regard to leadership scope. The new Executive Assistant/Office Manager – Sheriff position will have responsibility for a much larger number of support personnel including two Administrative Specialists, two Administrative Aides and eleven Administrative Assistants. Additionally, the new position will be classified as FLSA – Exempt with a greater level of actual managerial responsibility.

The results of the point factor analysis for the Executive Assistant/Office Manager – Sheriff 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 1,687 for the Executive Assistant/Office Manager – Sheriff. This would place the new position in grade 7 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 AUGUST 2, 2018**

<b>Classification Reviewed:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>Recommended Total Points:</b>	<b>Recommended Grade:</b>
<b>Executive Assistant/Office Manager – Sheriff</b>	<b>267</b>	<b>300</b>	<b>240</b>	<b>60</b>	<b>300</b>	<b>70</b>	<b>90</b>	<b>300</b>	<b>60</b>	<b>0</b>	<b>1687</b>	<b>7</b>

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **EXECUTIVE ASSISTANT/OFFICE MANAGER – SHERIFF**

**Supervised By:** Sheriff/Undersheriff

**Supervises:** Support staff as assigned

**FLSA Status:** Exempt

#### **Position Summary:**

Under the supervision of the Sheriff or his designee, is responsible for managing the day-to-day support services of the Sheriff's Office. Provides confidential administrative support as well as supervision and leadership for the Administrative Specialists and special support staff. Possesses strong public relations skills and experience required for contact with citizens, business leaders, government officials, and law enforcement executives of Livingston County.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides confidential executive support to the Sheriff, Undersheriff and other members of the command staff as needed.
2. Manages Administrative Specialists and special support staff as assigned. Assists with performance appraisal, recommends and enforces discipline and performs other supervisory duties.
3. Assists in the development, training, and professional growth of support staff as directed by the Sheriff/Undersheriff.
4. Is responsible for the confidentiality and management of all personnel files including discipline, disability and Workers' Compensation information and all other vital records retained in personnel files.
5. Responds to complaints, requests for service or informational requests in person and over the phone. Processes requests following prescribed procedures, or refers inquiry to appropriate party. Recommends and develops improved service and records management approaches as appropriate.
6. Acts as liaison with Livingston County Human Resources for Sheriff's Office employees and with new employees during the hiring process, including coordinating the Sworn

Oath of Office with the Sheriff, psychological evaluations, physicals and all documents necessary to complete the hiring process.

7. Handles most public relations questions as they relate to the Sheriff's Office and is responsible for communication of correspondences and policy to staff as directed by the Sheriff/Undersheriff.
8. Assists with budget including the office budget, monitoring departmental expenditures and assisting with the administrative aspects of budget preparation.
9. Prepares correspondence to citizens, county and state officials. Answers inquiries of citizens and others regarding complaints, office procedures, case information and most requests to meet with the Sheriff.
10. Handles most public relations questions as they relate to the Sheriff's Office and is responsible for communication of correspondences and policy to staff as directed by the Sheriff/Undersheriff.
11. Acts as liaison with other County offices and the Board of Commissioners for the Sheriff/Undersheriff as needed.
12. Provides support for the Administrative Specialists in their absence due to vacation and sick leave.
13. Acts as coordinator for the Livingston County Sheriff's Office Victim Advocate Unit and as liaison with the Michigan Sheriff's Association Victim Advocate Program.
14. Required to learn specialized data base software to perform the specific duties of the assigned department. Must also be proficient in all applicable Microsoft Suite applications.
15. Performs other assigned work as required by the Sheriff.

### **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:

- High school diploma or GED with supplementary vocational or college-level training in office management or similar instruction and four years of progressively more complex experience in providing clerical and administrative support.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.

- Strong working knowledge of personnel administration, resource management and executive needs and the ability to effectively manage and motivate assigned staff.
- Strong working knowledge of the principles and practices of managing support staff.
- Knowledge and experience in working in a law enforcement environment, office procedures, scheduling appointments, maintaining executive meeting notes, preparing executive correspondence and maintaining detailed and accurate executive records.
- Experience in data collection and the preparation of comprehensive and accurate reports as directed.
- Ability to effectively communicate ideas and concepts with administrative supervisors and support staff.
- Strong skills in proofreading, performing arithmetic calculations, maintaining accounts and records and following and suggesting refinements to procedural systems.
- 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 an emergency situation.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the assigned department and new 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY CREATED VETERANS TREATMENT COURT COORDINATOR POSITION AT GRADE 5**

**WHEREAS,** the Livingston County Veterans Treatment Court is in need of a dedicated full-time Veterans' Treatment Court Coordinator; and

**WHEREAS,** the Veterans Treatment Court Coordinator is a new position that has responsibility for managing the ongoing activities functions of Veterans Treatment Court. This will involve the coordination of services to veterans with injuries from military service that are in a probationary status due to having committed either a misdemeanor or felony offense.; and

**WHEREAS,** this position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 5; and

**WHEREAS,** funding for this position will come from grants as well as in cooperation with the Veterans Services department.

**THEREFORE BE IT RESOLVED** that the Personnel Subcommittee hereby approves the pay grade for the newly created Veterans Treatment Court Coordinator position at Grade 5, effective with the approval of this resolution.

***NOTE: This job analysis only needs Personnel Subcommittee Approval and does not need to move forward to any other committees. However, the resolution to create the new position of Veterans Treatment Court Coordinator requires Board approval under separate resolution.***

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**MOVED:**

**SECONDED:**

**CARRIED:**

# MUNICIPAL CONSULTING SERVICES LLC

July 24, 2018

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

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct a classification analysis for the new position of Veterans Treatment Court 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 Court Programs Liaison.
- Spoken with the Court Programs Liaison regarding the particular duties and responsibilities 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 VETERANS TREATMENT COURT COORDINATOR**

The Veterans Treatment Court Coordinator is a new position that has responsibility for managing the ongoing activities functions of Veterans Treatment Court. This will involve the coordination of services to veterans with injuries from military service that are in a probationary status due to having committed either a misdemeanor or felony offense.

The incumbent will work closely with judges, court personnel, prosecutors, defense attorneys, and staff from various social, health, education and veteran related agencies to meet participant

needs in the Livingston County Veterans Treatment Court. The position will have the status of a team member in interacting with other concerned parties and will ensure ongoing program compliance. The incumbent will work closely with the target population in providing case management and mentoring services, monitoring progress, serving as a conduit for services and treatment and generally supporting the service recipient.

The results of the point factor analysis for the Veterans Treatment Court 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 1,445 for the Veterans Treatment Court Coordinator. This would place the new position in grade 5 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 24, 2018**

<b>Classification Reviewed:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>Recommended Total Points:</b>	<b>Recommended Grade:</b>
<b>Veterans Treatment Court Coordinator</b>	<b>295</b>	<b>240</b>	<b>200</b>	<b>0</b>	<b>240</b>	<b>80</b>	<b>80</b>	<b>250</b>	<b>40</b>	<b>20</b>	<b>1445</b>	<b>5</b>



## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **VETERANS TREATMENT COURT COORDINATOR**

**Supervised By:** Court Programs Liaison. Under the ultimate supervision of the Chief Judge who retains authority to hire and terminate this position.

**Supervises:** Veterans Treatment Court Volunteer Mentor Coordinator

**FLSA Status:** Non-Exempt

#### **Position Summary:**

Under the supervision of the Court Programs Liaison, is responsible for managing the day-to-day functions of the Veterans Treatment Court. Works in close cooperation and as an active team member with judges, court personnel, prosecutors, defense attorneys, and staff from various social, health, education and veteran-related agencies to meet participant needs in the Livingston County Veterans Treatment Court and ensure program compliance. This position provides coordination of services to veterans with injuries from military service that are in a probationary status due to having committed either a misdemeanor or felony offense.

#### **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. Participates actively as a member of the Veterans Court Team and works collaboratively with members of the team to meet program and participant goals.
2. Coordinates with the Veterans Court judge, Probation Division, County Jail, County Prosecutor's office, Department of Veterans Services and VA Ann Arbor in assisting veterans with issues and required services to address the basic needs of the veteran such as safety, food, and shelter as well as employment, education, and connection with others in the community.
3. Conducts face-to-face intake and orientation on new referrals in or out of the jail and provides each prospective veteran with program requirements and benefits to ensure each veteran understands the Veterans Court.
4. Develops plans and finds resources for each participant's unique situation. Assists the participants with planning, goal setting, and implementation. Assesses participant's quality of life and reaches out to community resources and facilities.
5. Creates, implements and maintains legal documents and case management forms and

files used to track client progress.

6. Acts as a linkage between the team, treatment, and any necessary services to ensure all contacts and referrals are properly documented and accurately reported.
7. Directs the activities of the volunteer Mentor Coordinator and assists the Mentor Coordinator in maintaining and arranging vetting of the court mentor volunteers, and arranges for their proper acceptance as a volunteer of the court.
8. Creates agendas and other documents for team staffing meeting.
9. Reconciles invoices for services.
10. Attends workshops and training to stay current with legal and treatment developments.
11. Contributes to program oversight ensuring compliance with all grant terms and local, state, and federal guidelines.
12. Collects, prepares, and updates information for the court, department, and other required databases, to include treatment, drug testing and court appearance notes into the state database (DCCMIS) to maintain best practices and statistics to the State of Michigan.
13. Performs other duties as required.

**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 criminal justice, social work, psychology, or sociology, or related field and one year of experience in a veterans' related social services setting.
- Prior military experience is highly desirable.
- Previous supervisory experience is preferred.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- A Michigan Vehicle Operator's License.
- Good analytic skill and the ability to suggest new and improved administrative techniques as well as quickly grasp the fundamentals of administrative systems for the

**Veterans Treatment Court.**

- Working knowledge of office procedures, file setup and maintenance, bookkeeping principles and application and administrative support techniques.
- Skill in effectively communicating assigned areas of responsibility orally and in writing and working within a team concept.
- Strong skills in proofreading, performing arithmetic calculations, maintaining accounts and records and following and suggesting refinements to procedural systems.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, prisoners and program participants, representatives of other governmental units and the judicial system, professional and social services contacts, elected officials and the public.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the courts, and new 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate but the employee must occasionally travel to other locations including possibly the County jail, where environmental conditions may differ.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION    MODIFYING    MEDICAL    EXAMINER    INVESTIGATORS  
COMPENSATION – EMS - Medical Examiner / Personnel Committee / Finance Committee  
/ Board**

**WHEREAS,** this Resolution supersedes Resolution 1002-376 and 2006-06-193 related to Medical Examiner Investigators compensation; and

**WHEREAS,** currently, Medical Examiner Investigators are paid a rate of \$25 per hour for all hours spent investigating a death and said rate is increased with County annual pay increases (currently \$29.32 per hour); and

**WHEREAS,** Medical Examiner Investigators receive a flat amount of \$75 per transport and are not paid their hourly rate during transport; and

**WHEREAS,** Medical Examiner Investigators receive \$10.00 per eight (8) hour shift of on-call pay regardless of whether they had to respond to a call during that shift; and

**WHEREAS,** Medical Examiner Investigators are currently eligible an annual equipment reimbursement fee of 400.00 (divided and reimbursed over 26 pay periods) for the use of private cell phones, fax machines, and other required equipment, however, the County now supplies those items so there is no longer a need for that benefit.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners shall continue to pay Medical Examiner Investigators a rate of \$25 per hour for all hours worked, including during transport, and said rate shall continue to increase at the same rate as County non-union annual pay increases (currently \$29.32 per hour). The current flat transport payment of \$75 per transport shall be discontinued.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby converts the Medical Examiner Investigators on-call pay of \$10.00 per eight (8) hour on-call shift to \$1.25 per hour while on-call, unless the investigator received compensation outlined above for handling a report of death during their assigned shift.

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**THEREFORE BE IN FINALLY RESOLVED** that the annual equipment reimbursement fee of 400.00 (divided and reimbursed over 26 pay periods) for the use of private cell phones, fax machines, and other required equipment shall be discontinued as the County now supplies those items to Medical Examiner Investigators.

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

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO CERTIFY OFFICER AND EMPLOYEE DELEGATES TO THE 2018 MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM ANNUAL CONFERENCE - Human Resources**

**WHEREAS,** the 2018 MERS Annual Meeting will be held on October 4-5 at the Amway Grand Plaza Hotel, Grand Rapids, Michigan; and

**WHEREAS,** in accordance with the MERS Plan Document, delegates for the MERS Annual Meeting may be appointed by official action of the Board of Commissioners; and

**WHEREAS,** nominations were sought for Employee Delegates to attend the meeting; and

**WHEREAS,** costs of employees' attendance at the MERS annual meeting will be paid through the Benefit Fund.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners appoints Ken Hinton, County Administrator, as Officer Delegate and Barbara Ritchie, Senior Payroll Clerk, as Alternate Officer Delegate, \_\_\_\_\_ as the Employee Delegate, and \_\_\_\_\_, as the Alternate Employee Delegate for the 2018 MERS Annual Meeting.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes reasonable expenses in accordance with adopted Board policy.

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**MOVED:  
SECONDED:  
CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO APPROVE CONTRACT WITH THE CIGNA FOR LIFE, SHORT- AND LONG-TERM DISABILITY INSURANCES AND SELECT EMPLOYEE VOLUNTARY BENEFITS - HUMAN RESOURCES**

**WHEREAS,** Livingston County provides life, short and long-term disability insurance coverage for employees varying by employee group and offers critical illness, accident, hospital indemnity, and permanent life insurance on a voluntary basis for employees to purchase; and

**WHEREAS,** in an effort to reduce costs, employee benefit consultants Aon conducted a request for proposal and bid process for these benefits; and

**WHEREAS,** seven (7) insurance companies that met the requirements for financial stability responded; and

**WHEREAS,** Cigna returned with rates guaranteed for two (2) years and total annual savings of \$46,236 compared to our current carrier's renewal rate; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into a contract with Cigna to provide life, disability, and elective insurance coverages to Livingston County employees.

**BE IT FURTHER RESOLVED** that the Chair of the Board of Commissioners be authorized to sign all documents and necessary agreements upon approval as to form by Civil Counsel.

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**MOVED:  
SECONDED:  
CARRIED:**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO APPROVE AGREEMENT WITH NATIONWIDE FOR VOLUNTARY  
EMPLOYEE PAID PET INSURANCE - HUMAN RESOURCES**

**WHEREAS,** Livingston County provides various employee benefits and has received numerous requests to offer pet insurance on a voluntary basis; and

**WHEREAS,** In an effort to satisfy employee requests the employee benefits consultant, Aon, conducted a request for proposals and bid process for these benefits; and

**WHEREAS,** three (3) insurance companies that met the requirements for financial stability responded; and

**WHEREAS,** Nationwide returned rates and coverage options that were the best value for cost and benefit offerings for employees; and

**WHEREAS,** enrollment in pet insurance is an optional, employee-paid benefit.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby  
authorizes entering into a contract with Nationwide to provide pet insurance coverage to  
Livingston County employees as a voluntary, 100% employee-paid benefit.

**BE IT FURTHER RESOLVED** that the Chair of the Board of Commissioners be authorized to sign all  
documents and necessary agreements upon approval as to form by Civil Counsel.

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**MOVED:  
SECONDED:  
CARRIED:**





Similar to health insurance for the people in your family, the Pet Insurance Plan helps you meet the cost of caring for your pets. Coverage is also available for many exotic pets. You pay for the coverage through a convenient after-tax payroll deduction.

### **My Pet Protection plans from Nationwide®**

My Pet Protection<sup>SM</sup> plans from Nationwide® offer best-in-show coverage for vet bills, with 90% reimbursement for accidents, illnesses and much more.\*

Get a fast, no-obligation quote today at [www.petinsurance.com/livgov](http://www.petinsurance.com/livgov)

Or, by calling 877-738-7874 and mentioning Livingston County.

My Pet Protection and My Pet Protection with Wellness reimburse a straightforward 90% of your vet bill instead of using a benefit schedule. A \$250 annual deductible and \$7,500 maximum annual benefit apply to both plans.

#### **My Pet Protection with Wellness**

90% back on veterinary bills

- Accidents and illnesses
- Hereditary and congenital conditions
- Cancer
- Dental diseases
- Behavioral treatments
- Rx therapeutic diets and supplements
- Wellness exams
- Vaccinations
- Flea prevention
- Spay or neuter
- Teeth cleaning
- And more

#### **My Pet Protection**

90% back on veterinary bills

- Accidents and illnesses
- Hereditary and congenital conditions
- Cancer
- Dental diseases
- Behavioral treatments
- Rx therapeutic diets and supplements

# Discover the greatest pet insurance plans ever offered.

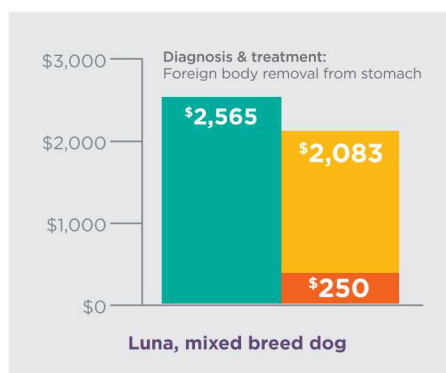
The My Pet Protection® suite of pet insurance plans is composed of the only plans exclusively offered to employees and gives your pet superior protection at an unbeatable price.



- ✓ 90% back on vet bills<sup>1</sup>
- ✓ Exclusive to employees, not available to the general public
- ✓ One price, regardless of pet's age
- ✓ Best deal: average savings of 40% over similar plans from other pet insurers<sup>2</sup>
- ✓ Wellness plan option that includes spay/neuter, dental cleaning and more

## Here's how My Pet Protection helped Nationwide® pet parents

Between big-ticket emergency vet bills and basic preventive care, My Pet Protection coverage helped keep these pet parents' bank accounts in the black.



\*Annual deductible met on previous claim

■ Claim amount ■ Reimbursement by Nationwide ■ Annual deductible

Sample reimbursements are based on actual claims but have been edited for clarity. Coverage for wellness services only available on My Pet Protection with Wellness®.

Sign up multiple pets with individual plans and receive a discount<sup>3</sup> for even more savings.

Get a free, no-obligation quote today at  
[www.petinsurance.com/livgov](http://www.petinsurance.com/livgov)



**Nationwide®**  
is on your side



# Choose a plan that's as unique as your pet.

Get back 90% of the vet bill for these items **and more**.<sup>1</sup>

Visit any vet, anywhere



Accidents, including poisonings and allergic reactions	✓	✓
Injuries, including cuts, sprains and broken bones	✓	✓
Common illnesses, including ear infections, vomiting and diarrhea	✓	✓
Serious/chronic illnesses, including cancer and diabetes	✓	✓
Hereditary and congenital conditions	✓	✓
Surgeries and hospitalization	✓	✓
X-rays, MRIs and CT scans	✓	✓
Prescription medications and therapeutic diets	✓	✓
Wellness exams	✓	
Dental cleaning	✓	
Vaccinations	✓	
Spay/neuter	✓	
Flea and tick prevention	✓	
Heartworm testing and prevention	✓	
Routine blood tests	✓	

Just like all other pet insurers, we don't cover pre-existing conditions. However, we go above and beyond with extra features such as **emergency boarding, lost pet advertising and more**. Plus, both plans have a low \$250 annual deductible and a generous \$7,500 maximum annual benefit.

Easy enrollment

1 Select the species (dog or cat)\*

2 Provide your zip code

3 Pick between two plans

\*To enroll your bird, rabbit, reptile or other exotic pet, please call 888-899-4874.

**vet**helpline®

Free service available to all pet insurance members. Unlimited, 24/7 access to a veterinary professional (\$150 value). Only from Nationwide®.



**My Pet Protection®** plans are available exclusively through your employer. Get a quote today. [www.petinsurance.com/livgov](http://www.petinsurance.com/livgov)

<sup>1</sup>Some exclusions may apply. Certain coverages may be subject to pre-existing exclusion. See policy documents for a complete list of exclusions. <sup>2</sup>Average based on similar plans from top competitors' websites for a 4-year old Labrador retriever in Calif., 94550. Data provided using information available as of March 2016. <sup>3</sup>Pet owners receive a 5% multiple pet discount by insuring two to three pets or a 10% discount on each policy for four or more pets.

Insurance terms, definitions and explanations are intended for informational purposes only and do not in any way replace or modify the definitions and information contained in individual insurance contracts, policies or declaration pages, which are controlling. Such terms and availability may vary by state and exclusions may apply. Underwritten by Veterinary Pet Insurance Company (CA), Brea, CA, an A.M. Best A+ rated company (2016); National Casualty Company (all other states), Columbus, OH, an A.M. Best A+ rated company (2016). Nationwide, the Nationwide N and Eagle, and Nationwide is on your side are service marks of Nationwide Mutual Insurance Company. ©2017 Nationwide. 17GRP4912



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