

# 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