

PERSONNEL COMMITTEE AGENDA

September 19, 2018, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Pages

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 - Labor Relations Update
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**PERSONNEL COMMITTEE
MEETING MINUTES
Livingston County**

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

Members Present:

Robert J. Bezotte, William Green , Donald Parker, (Ex-Officio)

Members Absent:

Carol S. Griffith

Staff Present:

Ken Hinton, Cindy Catanach, Jennifer Palmbos, Jennifer Slater, Amy Hill, Adam Smiddy, Roberta Sacharski, Elizabeth Hundley, Michael Murphy, David Domas

Others Present:

Bruce Hundley

1. CALL MEETING TO ORDER

The meeting was called to order by Comm. Robert Bezotte at 9:40 a.m.

2. APPROVAL OF AGENDA

Motion to Approve the Agenda as Modified

Resolution for Consideration Modifying Medical Examiner Investigators Compensation withdrawn

Moved By William Green

Seconded By Donald Parker

Motion: Carried (3-0-1)

3. CALL TO THE PUBLIC

Bruce Hundley of Howell stated his objection to the newly created full-time Veterans Treatment Court Coordinator position, and favors a part-time position. Bruce expressed his concerns for the cost of the full-time position on the taxpayers.

4. APPROVAL OF MINUTES

- Open Session Meeting Minutes Dated: July 18, 2018
- Closed Session Meeting Minutes Dated: July 18, 2018

Motion to approve the minutes as presented.

Moved By William Green

Seconded By Donald Parker

Motion: Carried (3-0-1)

5. **TABLED ITEMS FROM PREVIOUS MEETINGS**

None.

6. **REPORTS**

Jennifer Palmbos stated there will be a vote on the EMS Contract on September 7, 2018.

7. **RESOLUTIONS FOR CONSIDERATION**

7.1 **Sheriff**

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.

Motion to Approve the Above Resolution.

Moved By William Green

Seconded By Donald Parker

Motion: Carried (3-0-1)

7.2 **Court Central Services**

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

Motion to Approve the Above Resolution.

Moved By William Green

Seconded By Donald Parker

Motion: Carried (3-0-1)

7.3 **Medical Examiner**

RESOLUTION MODIFYING MEDICAL EXAMINER INVESTIGATORS COMPENSATION

Commissioner Bezotte Requested to Withdraw the Above Resolution for Consideration.

7.4 **Human Resources**

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

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

Moved By William Green

Seconded By Donald Parker

Motion: Carried (3-0-1)

7.5 Human Resources

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

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

Moved By William Green

Seconded By Donald Parker

Motion: Carried (3-0-1)

7.6 Human Resources

RESOLUTION TO APPROVE AGREEMENT WITH NATIONWIDE FOR VOLUNTARY EMPLOYEE PAID PET INSURANCE

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

Moved By William Green

Seconded By Donald Parker

Motion: Carried (3-0-1)

8. DISCUSSION

- Replacement of Animal Shelter Director
Commissioner Bezotte suggested Debbie Drick be appointed as Interim-Director. Ken Hinton stated the Director resigned and he plans to follow the County procedure and post the position.

9. ADJOURNMENT

Motion to adjourn the meeting at 10:29 a.m.

Moved By William Green

Seconded By Donald Parker

Motion: Carried (3-0-1)

Respectfully submitted by:

Amy Hill
Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE COMMUNICATION AND ADMINISTRATIVE SPECIALIST TO THE COMMUNICATION SPECIALIST AND CHANGING THE PAY FROM GRADE 7 TO GRADE 8

WHEREAS, the position of Communication and Administrative Specialist has been redefined with an emphasis on the technology requirements of the position and will be responsible for analyzing social media content and creating rules and standards across all departments and operations; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Communication and Administrative Specialist position be renamed the Communication Specialist and reclassified from a Grade 7 to a Grade 8; and

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

THEREFORE BE IT RESOLVED that the Personnel Committee hereby concurs that the Communication and Administrative Specialist position be renamed the Communication Specialist and reclassified from a Grade 7 to a Grade 8.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

August 22, 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 redefined position of Communication Specialist - IT 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 Chief Information Officer.
- Followed up with the Chief Information Officer to obtain additional information regarding the specific 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 revised 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 COMMUNICATION SPECIALIST - IT

The Communication Specialist is a redefined position that was previously titled: Communication and Administrative Specialist - IT. The primary distinction between job duties is a much larger emphasis on the technology requirements of the position. Some administrative duties are still mentioned in the new job description but these responsibilities will be secondary.

As websites, social media and other technology have grown in use, the need for coordination and technical standards has also increased. While the previous position had duties related to

optimizing and coordinating social media, the new position will have a greater emphasis on analyzing and tailoring content and creating and instituting rules and standards across all departments and operations. The position will work closely with a governance committee to develop and document standards for use as well as strategies for improved communication and content.

This position, as now defined, is becoming more prevalent in local governments as officials seek to develop and maintained consistent policies for websites, social media and targeted messaging. In this sense, the evolution of Livingston County's position is a positive development. The results of the point factor analysis for the position are discussed 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 1,852 for the Communication Specialist - IT. 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

**LIVINGSTON COUNTY
JOB DESCRIPTION**

COMMUNICATION SPECIALIST - IT

Supervised By: County Administrator & Chief Information Officer

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the County Administrator and Chief Information Officer, is responsible for communication efforts to promote the County. The Communication Specialist promotes the County through all media types, provides communication counsel and support to the Board of Commissioners and the County's departments, participates in special events, develops communication strategies to disseminate informational, educational, and promotional materials, and provides oversight, maintenance, and standards for the County's internal and external communication platforms. Assists with purchasing and inventory functions in support of Information Technology operations.

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. Operates in a confidential manner while providing content for media contact, special events, and sensitive matters.
2. Initiates, prepares, and maintains targeted promotional/communications/public relations programs, analytics, and strategies in order to stimulate interest in and increase exposure for Livingston County.
3. Responsible for preparing, writing and reviewing communication materials for a variety of media, including websites, newsletters, press releases, email, flyers, posters, social media platforms, and special projects.
4. Identifies and implements best practices for optimizing communication programs and efforts while ensuring communications are consistent to maintain and promote the positive image of Livingston County.
5. Researches, recommends, implements and maintains social media use, while staying up-to-date with current industry trends and updates, comparable social media policies, enforcement, analytic use, growth strategies, and audiences.

6. Continuously monitors of all County social media accounts to identify any emerging or trending issues or concerns while monitoring audience engagement and public attitudes toward the County to address concerns and identify new ways to promote favorable attitudes, active participation and feedback.
7. Establishes key performance indicators and other success metrics of all County communication platforms in order to provide actionable recommendations and to effectively perform analysis of digital and social media and create internal benchmarks using key metrics such as website analytics, media attention, social media analytics and surveys.
8. Provides effective training and education to departments for media contact, social media use, internal employee newsletter content, internal and external communication platform content and maintenance and promotional or educational communication efforts.
9. Provides leadership for the Strategic Planning Communication Workgroup. Directs Workgroup projects and identifies, develops and executes communication strategies to implement action items.
10. Assists in preparing various reports detailing department operations, statistics and other department or division information by collecting and compiling data as requested.
11. Researches and creates training materials and content for software training courses.
12. Serves as back-up help desk support.
13. Designs, develops, and maintains the County internal and external communication platforms, to include department sites, project sites and team sites. Ensures sites are enabled for potential integration with other enterprise systems and third-party products.
14. Leads the County's communication platform governance team to include the development of all governance and operational standards, guidelines, and policies.
15. Along with the CIO only, serves as the IT resource for purchase card ordering and contacting vendors and requesting quotes for hardware, service, and annual renewals. Responsible for maintaining an up-to-date list of services and software requiring yearly renewals and contacting each vendor annually to ensure renewal quotes are provided.
16. Responsible for research, writing content, creating a presentation, and coordinating details for the Board's annual State of the County Address.
17. Performs technology research assistance for the CIO.
18. 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 business administration, communications, English, journalism, marketing, or related field and three years of progressively more responsible experience in providing communication support of a technical nature.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to maintain confidentiality requirements.
- Superior persuasive, narrative and descriptive writing skills through a variety of mediums.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature.
- Strong skills in proofreading, communication strategies, graphic design, organizational skills, and gathering feedback.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports. Ability to interpret communication analytics to guide content and audience growth.
- 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 for the County, representatives of other governmental units, professional contacts, elected officials, and the public, and vendors.
- 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, the County's financial applications, desktop publishing, and software programs for training courses.

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 office 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.

**TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF AUGUST 22, 2018**

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Communication Specialist - IT	337	330	260	0	330	90	120	325	60	0	1852	8

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

RESOLUTION TO MODIFY THE NON-UNION EMPLOYEES, ELECTED OFFICIALS, COMMISSIONERS, AND JUDGES BENEFIT PLANS FOR 2019 FISCAL YEAR – Human Resources / Personnel / Finance / Board

WHEREAS, Livingston County’s Benefits broker, Aon, projects the County’s total healthcare, prescription, and dental costs to increase 5.9% in 2019 as compared to projected total costs for 2018. This is below the national trend which is expected to be a 6% increase for 2019; and

WHEREAS, Livingston County has historically taken proactive measures to impact utilization of healthcare services including a wellness program, employee cost sharing at point of service, and low \$2 generic drug costs; and

WHEREAS, in order to continue to have maximum impact on utilization of healthcare services, we will continue to utilize Healthcare Bluebook, an online healthcare pricing tool, and Blue Cross Blue Shield’s licensed Michigan telemedicine provider and continue a high deductible health plan coupled with a health savings account; and

WHEREAS, should the IRS employee contribution limits for §125 flexible spending, dependent care, or health savings accounts increase for 2019 to allow employees to increase their voluntary salary reduction, Livingston County will allow for the maximum contribution allowed under law; and

WHEREAS, effective 1/1/2019 an across the board wage increase of 2% has been budgeted for all non-union employees who are not red-circled; and

WHEREAS, the Board of Commissioners took action via Resolutions #2011-12-321, #2012-10-282, #2013-12-353, #2014-10-294, #2015-11-230 #2016-11-192, and #2017-11-180 to exempt the County from the employee premium sharing contributions required under 2011 PA 152 and all of the six (6) collective bargaining agreements require 10% and 20% employee premium sharing, depending on date of hire.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Human Resources Department to make the following modifications to the non-union employees, elected officials, and judges health plan and other benefits for 2019:

1. Benefit changes effectuated by Resolutions #2017-11-180, #2016-11-192, #2015-11-230, #2014-10-294, #2013-12-353, #2012-10-282, #2011-10-276, #2010-10-277, #2009-08-266 and #2009-10-316 shall remain in full force and effect.
2. The wellness program for regular non-union employees, elected officials, and judges approved

in Resolution #2012-09-250 shall continue for the 2019 benefit year.

3. The Livingston Flexible Benefits Plan document is hereby amended to allow employees to contribute the maximum salary reduction contributions to their flex spending, dependent care, and health saving accounts.

4. Livingston County continue to offer a high deductible health plan (HDHP) with a health savings account (HSA). The plan shall be offered through Blue Cross/Blue Shield of Michigan with Health Equity as the HSA and Limited Purpose Flexible Spending Account administrator and shall provide the following: \$2,000/\$4,000 deductible, 80%/20% coverage once deductible is reached, 100% preventative coverage, Rx \$10/\$40/\$80, and preventative prescription drug rider. There shall be no employee premium sharing on a per pay basis. The County shall deposit contributions into the HSA account in the following manner: \$500 for single/\$1,000 family coverage effective 1/1/2018. The County will match employee contributions to the HSA account up to an additional \$500 for single/\$1,000 for family.

BE IT FURTHER RESOLVED that acting pursuant to the authority granted to a County under Section 8 of Act 152 of 2011, the Livingston County Board of Commissioners hereby exempts Livingston County from the requirements of 2011 P.A. 152 for the medical benefit plan coverage year 2019 (January 1, 2019 through December 31, 2019).

BE IT FURTHER RESOLVED that effective January 1, 2019, non-union employees including elected officials and County Commissioners, but excluding judges, shall receive a 2% increase in wages. For those employees whose wages have been red-circled, this 2% increase may be reduced to prevent them from exceeding the salary range maximum of their assigned pay grade.

BE IT FURTHER RESOLVED that the interpretation and operation of the benefits outlined above are within the sole discretion of the Livingston County Board of Commissioners and the benefits outlined above may be added to, expanded, reduced, deleted, or otherwise modified by the County Board and such modifications shall be solely within the discretion of the Livingston County Board of Commissioners.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Commissioners is authorized to sign any and all documents needed to effectuate these changes, after approval as to form by civil counsel.

BE IT FINALLY RESOLVED that this resolution supersedes all previous resolutions that would apply to the benefits plan for non-union employees, elected officials, and judges.

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MOVED:
SECONDED:
CARRIED: