

# PERSONNEL COMMITTEE AGENDA

January 16, 2019, 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
  - Minutes of Meeting Dated: December 10, 2018
5. TABLED ITEMS FROM PREVIOUS MEETINGS
6. REPORTS
7. DISCUSSION
  - Labor Relations Status and Planning for 2019
  - Human Resources Status and Planning for 2019
  - Employee Engagement Survey Results
8. ADJOURNMENT

# PERSONNEL COMMITTEE

## MEETING MINUTES

### Livingston County

December 10, 2018, 8:30 am  
304 E. Grand River, Board Chambers, Howell MI 48843

#### Members Present:

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

#### Other Commissioners Present:

Dennis Dolan, Doug Helzerman, David Domas

#### Staff Present:

Ken Hinton, Jennifer Palmbo, Amy Hill, Stacy Bono, Rich Malewicz, Brandon Denby, Diane Livingston, Barton Maas, Roberta Sacharski, Mary Durst, Mike Murphy, Jeff Warder, Adam Baranski, Trisha Reed, Kristi Cox, Sue Bostwick, Joni Harvey, Chad Chewning, Elaine Brown, Dianne McCormick, Matt Bolang, Bill Vaillencourt, Jennifer Nash, Cindy Catanach, Hilery DeHate,

#### 1. CALL MEETING TO ORDER

The meeting was called to order by Comm. Robert Bezotte at 8:30 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

- Minutes of Meeting Dated: November 21, 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**

None.

**6. REPORTS**

**6.1 Energage**

Employee Engagement Survey Presentation

Tom Devane from Energage gave a presentation on the summary of results from the August 2018 employee survey conducted on Livingston County employees.

Tom stated that the response rate was 61% which is in line with the benchmark response rate of 63%. Tom presented a chart of the overall OrgHealth scores broken down by department, job grades, and tenure. Tom also pointed out the key areas to focus on as indicated by the survey results.

**7. RESOLUTIONS FOR CONSIDERATION**

**7.1 Human Resources**

RESOLUTION TO APPROVE AN EMPLOYEE RECOGNITION PROGRAM FOR ALL COUNTY AND COURT EMPLOYEES

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)**

**7.2 Board of Commissioners**

RESOLUTION SETTING COMPENSATION FOR LIVINGSTON COUNTY COMMISSIONERS FOR YEARS 2019 AND 2020

Motion to approve the above Resolution and move forward to Finance Committee.

**Moved By:** William Green

**Seconded By:** Carol S. Griffith

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

**7.3 Human Resources**

RESOLUTION AUTHORIZING THE SIGNING OF THE 2019 ADMINISTRATIVE SERVICES AGREEMENT, SCHEDULES, AND EXHIBITS FOR RENEWAL TERM JANUARY 2019 TO DECEMBER 2019 WITH BLUE CROSS BLUE SHIELD OF MICHIGAN

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)**

**7.4 Juvenile Court**

RESOLUTION TO APPROVE A NON-PRECEDENT SETTING, ONE TIME ONLY DONATION OF VACATION TIME TO AN EMPLOYEE WITHIN THE COURTS

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)**

**7.5 Human Resources**

RESOLUTION TO AMEND THE LIVINGSTON COUNTY EMPLOYEE DRUG-FREE WORK PLACE POLICY STATEMENT AND THE PERSONNEL MANUAL DUE TO THE PASSAGE OF THE MICHIGAN REGULATION AND TAXATION OF MARIHUANA ACT

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. INTERVIEWS**

The following candidates were interviewed for appointment to the Livingston County Veterans Services Committee.

**8.1 James Pratt** 9:45 a.m. (Phone Interview)

**8.2 Michael Reeve** 10:04 a.m.

**8.3 Hansel Keene** 9:22 a.m.

**8.4 Joe Riker** 10:30 a.m.

**8.5 Steve Williams** 11:00 a.m.

**9. RESOLUTION FOR CONSIDERATION**

**9.1 Board of Commissioners**

RESOLUTION APPROVING APPOINTMENTS TO THE LIVINGSTON COUNTY VETERANS' SERVICES COMMITTEE - Board of Commissioners

Commissioner Green motioned to move all 5 applicants to full Board of Commissioners for review at the December 17<sup>th</sup>, 2018 meeting.

**Moved By:** William Green

**Seconded By:** Carol S. Griffith

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

**10. ADJOURNMENT**

Motion to adjourn the meeting at 11:09 a.m.

**Moved By:** William Green

**Seconded By:** Carol S. Griffith

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

Respectfully submitted by:

Amy Hill  
Recording Secretary