



## **Livingston County Facility Services**

420 South Highlander Way  
Howell, MI 48843  
(517) 546-6491

**DATE:** April 12, 2021

**TO:** Livingston County Board of Commissioners

**FROM:** Chris Folts

**RE:** Resolution Authorizing the Reorganization of the Facility Services Department

The Facility Services Department has a senior employee that has reached a time in their life that they would like to reduce the hours worked from 40 to 30 hours per week.

This particular employee has a skill set and institutional knowledge that is unmatched. The mentorship and training that this certain employee can provide is priceless to this organization.

The Facility Services Department is in a transitional period that many other departments will be facing in the coming years. Succession planning has been a focus of Livingston County and this resolution is in line with that plan.

Therefore, Facility Services is requesting that the attached resolution be approved authorizing the reduction of hours of a Facility Services Maintenance Mechanic. If you have any questions or concerns, please feel free to contact me.