RESOLUTION **NO:** [Title]

LIVINGSTON COUNTY **DATE:** Click or tap to enter a date.

Resolution Amending the Resolution Regarding the Selection and Termination of Non-Elected Department Heads - Board of Commissioners

WHEREAS, this resolution amends Resolution **#2020-03-077**; and

WHEREAS, the benefit of the position of County Administrator is to relieve the Board of Commissioners from operational burdens so Commissioners could focus on long-range policy issues; and

WHEREAS, the County Administrator's authority to act is directed by the majority vote of the Board of Commissioners which insures consistent and uniform application of policy; and

WHEREAS, since the introduction of the Administrator, the Board of Commissioners has achieved high levels of efficient operation resulting in substantial savings of tax dollars to our residents; and

WHEREAS, the responsibilities and authority of the County Administrator has undergone a continuous and consistent evolution; and

WHEREAS, the guidance, coordination, development and evaluation of non-elected officials has become an increasingly essential component of the Administrator responsibilities; and

WHEREAS, it is critical in the management process that hiring, and reporting relationships be clearly defined; and

WHEREAS, it is clearly understood that all non-elected Department Directors and non-union subordinates are at-will employees; and

WHEREAS, in order to hold the County Administrator accountable for the actions of Department Directors, it is essential that the Administrator possess authority in the selection process.

THEREFORE BE IT RESOLVED that the following policy with regard to the selection and termination of non-elected Department Directors shall be implemented:

① The County Administrator, with assistance of the Human Resources Director, shall be responsible for the process of recruitment of non-elected Department Directors.

② The Administrator shall advise the appropriate Board Committee of the status of the process.

③ The Administrator will present his/her recommended candidate(s) to the appropriate Committee for recommendation to the full Board.

④ The Administrator shall present the individual to the Board of Commissioners for confirmation of the appointment.

BE IT FURTHER RESOLVED that removal and termination of employment of a Department Director shall require the County Administrator to inform and seek concurrence of Chair, Vice Chair and Finance Committee Chair of the Board of Commissioners. If two or more do not concur, the removal action shall not be undertaken at that time. This does not,

however, foreclose imposition of progressive discipline or affirmative corrective action seeking to positively address the issues or provide further training to the employee. This decision shall be final and binding on all parties concerned.

BE IT FURTHER RESOLVED that Personnel Policies inconsistent with this Resolution are hereby modified in all or part in order to comply with this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall not apply to those positions required by State Law to be appointed by the County Board of Commissioners. including, but not limited to, the Health Officer, Equalization Director, and Medical Examiner. The Personnel Committee shall instruct the Human Resources Department to post the vacancy for a minimum of 30 days and shall be responsible for reviewing applications and making a recommendation for appointment to the Board of Commissioners.

# # #

MOVED:
SECONDED:
CARRIED: