

Personnel Committee

Meeting Minutes



August 7, 2023, 7:00 p.m.

Hybrid In-Person and Virtual Meeting

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://us02web.zoom.us/j/3997000062>

Member Present: Frank Sample, Douglas Helzerman, Wes Nakagiri, Martin Smith

1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Commissioner Sample at 7:11pm.

2. Pledge of Allegiance to the Flag

3. Roll Call

Roll call by the recording secretary indicated the presence of a quorum.

4. Approval of Agenda

Motion to approve the Agenda as presented.

It was moved by M. Smith

Seconded by D. Helzerman

Yes (4) F. Sample, D. Helzerman, M. Smith, W. Nakagiri

Motion Carried (4 to 0)

5. Call to the Public

Denise O'Connell- Hartland Township

6. Approval of Minutes

6.1 Meeting Minutes dated: July 10, 2023

Motion to approve the Minutes as presented.

It was moved by W. Nakagiri

Seconded by D. Helzerman

Yes (4) F. Sample, D. Helzerman, M. Smith, W. Nakagiri

Motion Carried (4 to 0)

7. Tabled Items from Previous Meetings

None.

8. Reports

Commissioner Nakagiri shared he received a compliment on the Building Department from a Williamston City Council member.

9. Resolutions for Consideration

9.1 Board of Commissioners

Resolution Authorizing The Process For Filling The Vacancy Of The County Administrator Position

Recommend motion to the Board of Commissioners.

Moved by: W. Nakagiri

Seconded by: M. Smith

Motion to Amend Resolution and add the following text.

THEREFORE BE IT FURTHER RESOLVED, the Livingston County Board of Commissioners hereby authorizes the Search Team consisting of the Personnel Committee (voting members); and the Human Resources Director, Deputy County Administra---tor/Finance Officer (non-voting members) **and a Volunteer Elected Official** to make a recommendation to the full Board of Commissioners of the top three candidates for County Administrator for appointment of the top candidate by the Board of Commissioners.

Nathan Burd, County Administrator, and Jennifer Palmbos, HR Director, presented the resolution and Todd Surline from Hiring Solutions answered questions from Commissioners

Moved by: M. Smith

Seconded by: D. Helzerman

Yes (4) F. Sample, D. Helzerman, M. Smith, W. Nakagiri

Motion Carried (4 to 0)

9.2 Prosecutor

Resolution Approving the Reclassification of One Administrative Specialist Position to Office Coordinator

Motion to Approve Resolution as Presented

Moved by: D. Helzerman

Seconded by: W. Nakagiri

Prosecutor Reader presented the resolution and answered questions from Commissioners.

Yes (4) F. Sample, D. Helzerman, M. Smith, W. Nakagiri

Motion Carried (4 to 0)

9.3 Administration

Resolution Appointing Hilery DeHate Spicer as Acting Financial Officer

Recommend motion to the Board of Commissioners.

Moved by: W. Nakagiri

Seconded by: D. Helzerman

Jennifer Palmbos, HR Director and Cindy Arbanas, Finance Officer, presented the resolution and answered questions from Commissioners.

Motion to Amend Resolution and remove "DeHate" from Hilery Spicer's name.

Moved by: W. Nakagiri

Seconded by: F. Sample

Yes (4) F. Sample, D. Helzerman, M. Smith, W. Nakagiri

Motion Carried (4 to 0)

9.4 Human Resources

Resolution to Certify Officer and Employee Delegates to the 2023 Municipal Employees' Retirement System Annual Retirement Conference

Recommend motion to the Board of Commissioners.

Moved by: W. Nakagiri

Seconded by: D. Helzerman

Jennifer Palmbos, HR Director, presented the resolution and answered questions from Commissioners.

Yes (4) F. Sample, D. Helzerman, M. Smith, W. Nakagiri

Motion Carried (4 to 0)

9.5 Board of Commissioners

Resolution Appointing Board Representatives for Court Mandated Mediation, Case No. 23-31864-CK

Recommend motion to the Board of Commissioners.

Moved by: D. Helzerman

Seconded by: M. Smith

Nathan Burd, County Administrator, presented the resolution and answered questions from Commissioners.

Commissioner Sample recommends the following Commissioners to serve as Representatives of the Board at Mediation

1. Jay Drick

2. Wes Nakagiri

3. Roger Deaton

Alternate: Doug Helzerman

Moved by: M. Smith

Seconded by: D. Helzerman

Yes (4) F. Sample, D. Helzerman, M. Smith, W. Nakagiri

Motion Carried (4 to 0)

10. Adjournment

Motion to adjourn the meeting at 8:11pm.

It was moved by D. Helzerman

Seconded by M. Smith

Yes (4) F. Sample, D. Helzerman, M. Smith, W. Nakagiri

Motion Carried (4 to 0)

Pam Dinsmore

Recording Secretary

UNAPPROVED