

LIVINGSTON COUNTY BOARD  
PERSONNEL COMMITTEE  
MINUTES OF MARCH 5<sup>th</sup>, 2014

Committee Chair Holt called the meeting to order at 5:01 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Holt, Allen, Cohlman, Flott, Mays

Absent: Ingles, Bullard

Also Present: Marty Fannin, Mark Runyon, Kathy Arbogast, Bob Young, Alina Hartley, Linda Daniels, Mike Shaughnessy, Tom Blakeman

Holt called for any addition or corrections changes, with none being requested. *Motion by Cohlman, second by Allen to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the January 8, 2014 meetings. *Motion by Cohlman, second by Flott to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

**Workers Compensation Report** – Daniels reviewed the 2013 workers compensation/employee incident report with the Committee.

**Employee Representative Meeting Update** – Holt reported that the quarterly employee representative meeting was held earlier in the day. Holt reported that the success of the annual health fair was discussed. Holt stated that the grant that funded the health fair is no longer available, so the Committee may wish to consider continuing the program. Holt stated that the response has been positive. Holt stated that there was an issue raised with the vents in the bathroom as well as the blinds in the Law & Justice Center. Holt stated that he has asked Terry Taylor to look into those items. Holt stated that there is also an issue with the doors in the Law & Justice Center not unlocking at 8 am. Holt stated that he has talked with Hartley and the issue was with the clock on the server. Holt stated that the Clerks office has also requested to be able to enter their office through the front door instead of going around back. Discussion took place.

**Personnel Policy Revisions** – Daniels reported that she has begun the process of reviewing the personnel policies as budgeted for this year. Daniels stated that she is working with the employers association and Sherry Dornan on possible revisions. Once the review is complete she will bring recommendations back to the Committee for review.

**Other Business as Needed** – Holt stated that he met with Seth regarding the ad-hoc committee meeting. Holt stated that Seth reported that the group is discussing four main items including intradepartmental cross training, interdepartmental cross training,

detailed procedure manuals for positions (so individuals can step in; also advantageous for training purposes), and not filling vacancies or filling at entry level wages as opposed to the wage of the employee leaving.

*Motion by Flott, second by Cohlman to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:19 p.m..

---

Alina M. Hartley  
Administrative Resource Specialist