

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF APRIL 9th, 2014

Committee Chair Holt called the meeting to order at 5:00 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Holt, Ingles, Allen, Bullard, Cohlman, Flott, Mays

Absent:

Also Present: Marty Fannin, Kathy Arbogast, Alina Hartley, Linda Daniels,

Holt called for any addition or corrections changes. It was requested that an update on job descriptions be given. *Motion by Ingles, second by Cohlman to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the March 5, 2014 meetings. *Motion by Cohlman, second by Allen to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

Personnel Policy Revisions Update - Daniels reported that she went through and reviewed the personnel policies and has forwarded to Sherry Dornan with the Employers Association for review. Daniels stated that there will be two additional policies added that will address medical marijuana and concealed carry. Daniels stated that she hopes to have the proposed changes available for review in May.

Bullying / Harassment Training Update – Daniels provided the Committee with a schedule and description of the upcoming Respect and Professionalism Training. Daniels stated that she has scheduled one of the sessions on Thursday, July 17th (the same day as the county board meeting) to make it more convenient for board members to attend.

Job Description Update – Daniels reported that she continues to make progress on the job descriptions. Daniels stated that the States Attorney's office, Coroner, VAC and Judicial are all in process. Daniels reported that remaining are the Board Office, Highway, LivCom & Mental Health.

Other Business as Needed - Sear stated that she received approximately 54 applications for her vacant position. Sear stated that during the interviews there were two individuals that stood out above the rest; one of which she has offered the position to. Sear stated that she knows that board members have expressed interest in sharing personnel between departments, and she felt the second candidate would be ideal. Sear stated that she could use the individual part time during tax collections, the county clerk's office could use the individual during elections, bookkeeping could possible use during the audit as well as other departments as needed. Discussion took place. Concern was raised about adding a position. It was felt that since there is a part time PRN position open at this time, the

individual could be phased in, starting out part time and becoming full time vacancies occur.

Executive Session – *Motion by Ingles, second by Cohlman to go into Executive Session pursuant to 5ILCS 120/2(c)(21) Semi-Annual Review of Executive Session minutes.*
MOTION CARRIED ON ROLL CALL VOTE. All voted Aye; none Nay.

Executive Session began at 5:35 p.m.

Regular Session resumed at 5:46 p.m.

Action Resulting from Executive Session – *Motion by Flott, second by Ingles to open the minutes of November 6, 2013 and keep the remaining executive session minutes closed.* **MOTION CARRIED WITH ALL AYES.**

Motion by Flott, second by Ingles to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:48 p.m..

Alina M. Hartley
Administrative Resource Specialist