

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF AUGUST 6th, 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, Bullard (arrived at 5:16 p.m.), Cohlman, Flott, Mays

Absent: Allen

Also Present: Marty Fannin, Alina Hartley, Linda Daniels, Earl Rients, Mike Shaughnessy, Tom Blakeman, Carolyn Gerwin

Holt requested the agenda be amended to add item 2b. Time Clock project and 2c. Seth Update to the agenda. Holt then called for any additional changes to the agenda with there being none requested. *Motion by Ingles, second by Flott to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the July 9th, 2014 meeting. *Motion by Cohlman, second by Flott to approve the minutes of the July 9th, 2014 meetings as presented.* **MOTION CARRIED WITH ALL AYES.**

Job Description Update – Daniels reported that she now has the Coroner’s office completed. Daniels stated that the Treasurer’s office and VAC are ready to be completed. Daniels reported that she has met with the States Attorney and has some, but not all the responses.

Seth Update – Holt reported that he had spoken with Seth and the group has not had an opportunity to meet.

Time Clock Project – Slagel reported that everyone in the historic courthouse is on the time clock. Slagel stated that everyone in the Law & Justice Center is using with the exception of the Probation Department. Slagel stated that her understanding is that the Probation officers do not wish to use any paper. Slagel stated that the paper T&A forms are used to track mispunches (when you forget to clock in), vacation, sick time, etc. Discussion took place regarding using handheld devices to clock in as well as, calling in, and clocking in remotely. Shaughnessy stated that he would prefer that something be presented in writing, so it could be reviewed.

Slagel reported that they have not yet approached Mental Health as they had previously been told that they would not participate.

Slagel stated that Public Health indicated that they were only willing to use the time clock if it could be used in conjunction with their grants. Slagel stated that MaLinda had spoken with Diane and a program could easily be written to accommodate the grants, but

apparently a different software for tracking grants was purchased by the Health Department instead.

Slagel stated that the Highway Department has a similar situation in that they have different funds that hours are allocated to. Slagel stated that it's just a matter of getting the different funds to work.

Slagel stated that the former Sheriff did not want to implement, but Sheriff Lindsey doesn't have a problem moving forward with the Correctional Officers and Secretaries.

Motion by Cohlman, second by Ingles to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:29 p.m..

Alina M. Hartley
Administrative Resource Specialist