

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
Joint Meeting with Property and Finance
MINUTES OF MAY 12, 2016

The meeting was called to order at 5:30 p.m. in the Committee Room of the Historic Livingston County Courthouse. The meeting was held in joint session between the Livingston County Finance, Personnel and Property Committees.

Personnel Committee Members Present: Arbogast, Cohlman, Bunting, Heath, Mays, Shafer, Vietti

Personnel Committee Members Absent:

Finance Committee Members Present: Shafer, Heath, Bunting, Cohlman, Gerwin, Ingles, Mays

Finance Committee Members Absent:

Property Committee Members Present: Ingles, Arbogast, Bunting, Flott

Property Committee Members Absent: Weber, Ritter, Weller

Also Present: Chairman Marty Fannin, Vice-Chairman Bob Young, County Board Members Runyon, Peterson, Holt and Yoder. Administrative Resource Specialist Alina Hartley, Human Resource Specialist Linda Daniels, Facilities Services Director Chad Carnahan, Superintendent Bill Cox.

On behalf of the Property Committee there was a *motion by Flott, second by Bunting to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

On behalf of Personnel there was a *motion by Cohlman, second by Vietti to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

On behalf of the Finance Committee there was a *motion by Gerwin, second by Cohlman to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

Facilities Services Assistant Manager – The Committees reviewed the revised job description for the Assistant Manager position. Ingles stated that the job description makes clear that this position is more supervisory in nature. Ingles stated that Verdun will be stepping down to the maintenance mechanic position recently vacant. Ingles stated that there were no changes in the actual staffing levels, although the department is down two full time employees based on reductions to the budget. Discussion took place.

On behalf of the Property Committee there was a *motion by Flott, second by Arbogast to approve the revised job description for the Assistant Manager position.* **MOTION CARRIED WITH ALL AYES ON VOICE VOTE.**

On behalf of Personnel there was a *motion by Bunting, second by Vietti to approve the revised the revised job description for the Assistant Manager position.* **MOTION CARRIED WITH ALL AYES ON VOICE VOTE.**

On behalf of the Finance Committee there was a *motion by Gerwin, second by Cohlman to approve the revised job description for the Facilities Services Assistant Manager.* Further discussion took place. **MOTION CARRIED WITH ALL AYES ON VOICE VOTE.**

There being no further business to come before the Committees there was a motion on behalf of the Finance Committee by Gerwin; second by Heath to adjourn. **MOTION CARRIED WITH ALL AYES.**

On behalf of the Personnel Committee there was a motion by Vietti, second by Cohlman to adjourn. **MOTION CARRIED WITH ALL AYES.**

On behalf of the Property Committee there was a motion by Arbogast, second by Flott to adjourn. **MOTION CARRIED WITH ALL AYES.**

Meeting adjourned at 5:47 p.m..

Alina M. Hartley
Administrative Resource Specialist