

LIVINGSTON COUNTY BOARD  
PERSONNEL COMMITTEE  
MINUTES OF MAY 4<sup>th</sup>, 2016

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

Present: Arbogast, Bunting, Heath, Mays, Shafer, Vietti

Absent: Cohlman

Also Present: Chairman Marty Fannin, County Board Member Mike Ingles Alina Hartley (Administrative Resource Specialist), Linda Daniels (Human Resource Specialist), John Clemmer (Finance Resource Specialist), County Clerk Kristy Masching, Clay Metcalf (Highway Engineer)

Arbogast requested that the revised be amended to add an executive session for personnel matters. Arbogast then called for any additional changes to the agenda with none being requested. *Motion by Vietti, second by Mays to approve the revised as amended.*

**MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the April 6, 2016 meeting. *Motion by Vietti, second by Mays to approve the minutes of the April 6, 2016 meeting.* **MOTION CARRIED WITH ALL AYES.**

**Policy Regarding Employee use of Personal Vehicles** – Clay Metcalf stated that employees regularly use their personal vehicles to drop off the mail or run errands for the office. Metcalf reported that recently he had an employee who was on her way to the attorney's office to drop off paperwork when the vehicle was damaged by someone doing yard work. Metcalf stated that the damage is estimated at \$1,600. Hartley stated that she spoke with the insurance company and the insurance representative advised that the insurance always follows the vehicle, therefore there would be no coverage available on the county policy. Hartley reported that the insurance representative further warned that should the county decide to accept liability and pay for the damage in this instance, they could be setting a precedence and setting the county up for future liability.

Discussion took place regarding liability. Members felt that the party who did the damage was liable and that the employee should have contacted the police department to fill out a report regarding the damage. Daniels reviewed possible policy language that could be added to the personnel policies, so that employees are aware that coverage does follow the vehicle. Consensus of the Committee was to have Linda draft a policy for review at next months meeting.

**Personnel Policy – Equity Adjustment** – The Committee reviewed a draft Equity Adjustment for Exempt Employees policy. Fannin stated that the reason the policy is

being presented is that when you are originally hiring someone you have the ability to pay from the start of the range up to mid-point based on experience, without seeking approval. Fannin stated that without knowing how the employee will perform, you try to hire them as low as possible. Fannin stated that the policy will allow only what was allowed during the initial hiring process based on a number of conditions outlined within the policy. Discussion took place. *Motion by Bunting, second by Mays to recommend approval of the Equity Adjustment Policy for exempt employees.* **MOTION CARRIED WITH ALL AYES.**

**Executive Session** – *Motion by Vietti, second by Heath to go into executive session pursuant to 5ILCS 120/2(c)(2) – Collective Negotiating Matters and 5ILCS 120/2(c)(1) – Personnel Matters.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 5:26 p.m..

Regular Session resumed at 5:59 p.m..

**Action Resulting from Executive Session** – n/a

*Motion by Vietti, second by Heath to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 6:00 p.m..

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Alina M. Hartley  
Administrative Resource Specialist