

LIVINGSTON COUNTY BOARD  
PERSONNEL COMMITTEE  
MINUTES OF OCTOBER 5<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 (arrived at 5:45 p.m.), Vietti

Absent: Cohlman,

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), Linda Daniels (Human Resource Specialist), John Clemmer (Finance Resource Specialist),

Arbogast called for any additions or corrections to the agenda with none being requested. *Motion by Vietti, second by Mays to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the August 3, 2016 meeting. *Motion by Heath, second by Mays to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

**Early Retirement Incentives**– Daniels reviewed a draft timeline for the early retirement incentive package with the Committee. Daniels stated that she received a quote for the third party administrator for the health reimbursement account which was reasonable for what needed to be done. Discussion took place regarding the need to meet with department heads and the need to have the numbers confirmed with the county auditors. Consensus of the Committee was to have the numbers confirmed prior to moving any further.

**Health / Dental / Vision Renewal for 2017** – Daniels reported that the county received a 2.2% renewal rate from Blue Cross Blue Shield, compared to the average of 15-20%. Daniels stated that the insurance advisory committee did meet to review the proposal and was advised that the \$250 deductible was no longer an option. Daniels stated that the dental insurance increased by 0.7%, but now includes coverage for implants. Daniels reported that there was no change to the vision coverage. Daniels reported that Mutual of Omaha will also be offering two supplemental policies, one for the critical illness and one for accident coverage. Daniels noted that the supplemental policies are being offered at no cost to the county. Discussion took place. *Motion by Mays, second by Vietti to approve the annual health insurance renewal. MOTION CARRIED WITH ALL AYES.*

**Exempt Status – New FLSA Ruling** – Daniels reported that effective December 1<sup>st</sup>, the Fair Labor Standard Act will require exempt positions be paid a minimum of \$47,476 annually. Daniels stated that the only employee this effects is the VAC Supervisor, who

is currently classified as part time. Daniels stated that there isn't an exemption for part time salary exempt personnel, so the Commission will need to either make the supervisor hourly or salaried non-exempt. Daniels noted that there has been some resistance to the change, but she will be mailing a letter to the Commission President Chris Studebaker notifying him of the requirement.

**OSHA Ruling for Post-Accident Drug Testing – n/a**

**Travel Policy** – John Clemmer reviewed the proposed Travel Policy with the Committee. The policy is a result of Public Act 099-0304. Clemmer stated that prior to January 1<sup>st</sup>, the Board is required to pass a resolution that will meet the following four requirements.

1. The board must define allowable expenses
2. The board must set maximum allowable travel rates of reimbursement
3. Any travel expense incurred by an employee that exceeds the established rate and all board travel must be approved in a board meeting by roll call vote before it can be paid.
4. Standardized forms must be used for employee and board reimbursement.

Discussion took place regarding the proposed policy and recommendations for amendments to the maximum allowable expenses was discussed. The Committee will continue to review this item at next month's meeting.

**Executive Session** – *Motion by Mays, second by Vietti to go into Executive Session pursuant to 5 ILCS 120/2 (c)(1) – Personnel Matters.* **MOTION CARRIED WITH ALL AYES.**

Executive Session began at 5:40 p.m.

Regular Session resumed at 5:47 p.m.

**Action Resulting from Executive Session** – *Motion by Mays, second by Heath to approve the amended job titles as presented and authorize the advertisement of a future vacancy.* **MOTION CARRIED WITH ALL AYES.**

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

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Alina M. Hartley  
Administrative Resource Specialist