

LIVINGSTON COUNTY BOARD  
PERSONNEL COMMITTEE  
MINUTES OF NOVEMBER 9<sup>th</sup>, 2016

Committee Chair Kathy Arbogast called the meeting to order at 5:05 p.m. in the committee meeting room within the Livingston County Historic Courthouse. There was no quorum at the start of the meeting. Cohlman arrived at 5:27 p.m. and the meeting was officially called to order. Hartley called the roll.

Present: Arbogast, Cohlman, Mays, Vietti

Absent: Bunting, Heath, Shafer

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

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

The Committee reviewed the minutes of the October 5, 2016 meeting. *Motion by Vietti, second by Mays to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

**Early Retirement Incentives**– Clemmer reported that he had met with the auditors as requested, and they had reviewed and agreed with the calculations presented based on the assumptions. Clemmer stated that the auditors felt that everything had been accounted for and nothing had been overlooked in those calculations. Clemmer discussed benefits of offering the early retirement incentive with the biggest benefit being the ability to right-size your staff. Discussion took place regarding the timeline that was reviewed last month. *Motion by Vietti, second by Mays to forward the early retirement incentive package to the full board recommending approval. MOTION CARRIED WITH ALL AYES.*

**Post-Accident Drug Testing Update** – Daniels reported that she does not have an update on the OSHA litigation. Daniels stated that should nothing take place, the new regulations will start being enforced as of December 1<sup>st</sup>. Daniels recommended that the personnel policies be amended to reflect the change. Hartley stated that the resolution approving the change can be contingent upon the regulation not being overturned. Discussion took place. *Motion by Mays, second by Cohlman to recommend approval of an amendment to the personnel policies contingent upon OSHA requirement. MOTION CARRIED WITH ALL AYES.*

**Travel Policy** – Hartley reviewed the updates to the draft travel policy. Hartley reported that the lodging maximums had been increased to reflect the average rates within the localities. Hartley stated that the rates presented do not include the addition of taxes and

fees which are unknown. *Motion by Vietti, second by Mays to recommend approval of the travel policy.* **MOTION CARRIED WITH ALL AYES.**

**Executive Session** – *Motion by Cohlman, second by Vietti to go into Executive Session pursuant to 5 ILCS 120/2 (c)(21) – Semi-Annual Review of Executive Session Minutes.* **MOTION CARRIED WITH ALL AYES.**

Executive Session began at 5:37 p.m.

Regular Session resumed at 5:50 p.m.

**Action Resulting from Executive Session** – *Motion by Mays, second by Cohlman to open the executive session minutes of April 6, 2016 and October 5, 2016 and leave all remaining minutes closed, and further authorize the destruction of all verbatim records dated eighteen months and older previously approved for content.* **MOTION CARRIED WITH ALL AYES.**

*Motion by Vietti, second by Cohlman to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:52 p.m..

---

Alina M. Hartley  
Administrative Resource Specialist