

LIVINGSTON COUNTY BOARD  
PERSONNEL COMMITTEE  
MINUTES OF FEBRUARY 8<sup>th</sup>, 2017

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, Vietti, Gerwin (arrived at 5:09 p.m.), Heath, Lovell, Runyon

Absent: Shafer

Also Present: Chairman Bob Young, Alina Hartley (Executive Director), Linda Daniels (Human Resource Director), John Clemmer (Finance Director), Superintendent Bill Cox

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

The Committee reviewed the minutes of the February 8<sup>th</sup>, 2017 meeting. *Motion by Vietti, second by Lovell to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

**Early Retirement Incentive Update**– Daniels reported that she has received an excellent response to the early retirement incentive. Daniels reported that she currently has sixteen employees signed up for the program, three who have verbally committed and three that are still on the fence. Daniels stated that she anticipates that 22 of the 44 employees eligible will take advantage of the incentive. Daniels further reported that there are four departments who have multiple employees taking the incentive including Facilities Services (3), Health Department (4-6), Circuit Clerk (1-3) and Highway (2-3). Daniels reported that she has done single ads with multiple jobs being listed.

**Resolution – IMRF Elected Officials Participation** – Daniels reported that IMRF now requires that Counties annual adopt a resolution indicating which elected officials are eligible to participate in IMRF. Daniels stated that generally speaking 1,000 is the minimum number of hours that an elected official must work in order to qualify for IMRF. *Motion by Vietti, second by Lovell to recommend approval of a resolution approving the IMRF eligibility. MOTION CARRIED WITH ALL AYES.*

**Discussion on Personnel Policy Updates** – Daniels reported that various revisions have come up as a result of negotiations that will need to be made. Daniels stated that her plan was to have the personnel policies budgeted for review and updating in 2018. Daniels stated that since she will be retiring in November it will be good training for the new HR employee. The committee concurred.

*Motion by Vietti, second by Heath to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:10 p.m..

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Alina M. Hartley  
Executive Director