

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF FEBRUARY 7, 2018

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

Present: Arbogast, Vietti, Gerwin, Heath, Lovell,

Absent: Runyon, Shafer

Also Present: Chairman Bob Young, Human Resource Director Ginger Harris, Executive Director Alina Hartley, Finance Director John Clemmer

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

The Committee reviewed the minutes of the December 6, 2017 *Motion by Heath, second by Lovell to approve the minutes of the December 6, 2017 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Personnel Manual Review – Harris reported that she received a proposal from Sherry Dornan, from AAIM to review the County’s personnel policies. Harris noted that the last full review was done in 2010. Harris stated that the proposal is for \$1,000 and funding is included in this year’s budget for this expense. *Motion by Vietti, second by Lovell to approve the proposal submitted by AAIM for the review of the county’s personnel policies.* **MOTION CARRIED WITH ALL AYES.**

Sexual Harassment Training – Harris reported that the Illinois Association of County Board Members and CIRMA are co-sponsoring a Sexual Harassment Training seminar geared towards managers. Harris stated that 12 of the managers have registered for the event, which is being offered free of charge.

Harris reported we are also looking to complete a sexual harassment training for employees, likely in April. Harris stated that the training will be completed through the CIRMA risk manager and will also be done free of charge. Harris stated the training will be mandatory, however, anyone who cannot attend will be given the DVD and quiz training, so we can ensure compliance. Discussion took place. *Motion by Gerwin, second by Heath to recommend all Board Members attend this training as well.* **MOTION CARRIED WITH ALL AYES.**

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

Alina M. Hartley
Executive Director