

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF APRIL 4, 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, County Board Members Joe Steichen and John Yoder

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

The Committee reviewed the minutes of the February 7, 2018. *Motion by Gerwin, second by Vietti to approve the minutes of the February 7, 2018 meeting as presented. MOTION CARRIED WITH ALL AYES.*

Personnel Manual Review – Harris reviewed the proposed changes to the Personnel Manual with the Committee. Harris reported that as has been the past practice, the employers association was contracted to assist the County with the amendments. The Committee will take the month to review the changes and will continue the review in May.

Sexual Harassment Training – Harris reported that all departments have responded and most employees have signed up for the training. Harris stated that there are a few that will not be able to attend, but there are other options available for them to complete the training. Harris stated that there were only seven board members that have registered for the training thus far. Arbogast noted that the training is recommended for all, and encouraged board members to register.

Finance Director Position – Harris reported that interviews were conducted with three in house candidates, all whom were very qualified for the position. Harris reported that Diane Schwann was selected for the position, which leaves her part time assistant position vacant. Harris noted that Schwann will take some time in the new position to determine what is needed.

Circuit Clerk's Attrition Position – Harris reported that the Circuit Clerk's office has had two individuals resign leaving a full time and a part time vacancy. Harris stated that Dixon will be fulfilling the reduction by attrition for the full time position. Harris noted that the part time position has been posted.

Salary Schedule – Harris reviewed a proposed change to the salary schedule with the Committee. Harris reported that the salary schedule has not been updated since January 1, 2011. Harris stated that a proposed update was presented in 2014, but was never acted upon. Harris reported that the UCCI salary survey was used to update the salary range recommendations. Harris noted that the County has been having a difficult time fulfilling the clerical positions with qualified candidates. Harris reviewed some of the classification changes within the schedule. The Committee will take time to review the schedule and will continue their review at next month’s meeting.

Motion by Vietti, second by Lovell to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:40 p.m..

Alina M. Hartley
Executive Director