

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF MAY 7th, 2014

Committee Chair Holt called the meeting to order at 4:30 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Holt, Ingles, Allen, Bullard, Cohlman, Flott, Mays (arrived at 4:50 p.m.)

Absent:

Also Present: Marty Fannin, Kathy Arbogast, Alina Hartley, Linda Daniels, Joe Steichen, Earl Rients

Holt called for any additions or corrections to the agenda. Bullard requested the agenda be amended to add an Executive Session for Personnel Matters to the agenda. *Motion by Bullard, second by Flott to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the April 9, 2014 meetings. *Motion by Cohlman, second by Bullard to approve the minutes of the April 9, 2014 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Personnel Policy Revisions Update - Daniels reviewed the proposed Personnel Policy revisions with the Committee. Many of the changes were minor and were for clarification purposes only. Other more significant changes include the following....

- 7-4.1 Hazardous weather days and compensation thereof. (will continue discussion at next month's meeting)
- 7-6.6 Payout of accumulated comp time at the end of each year. No requirement that accumulated comp time be used in lieu of vacation time.
- 8-4.7 Job related injuries and payment of workers compensation and benefit time (the committee will continue discussion at next month's meeting). Discussion took place regarding the current practice of the insurance company paying the county and the county paying the employee. Daniels will work with bookkeeping to revise the procedure.
- 8-5.1 Accumulation of benefit time while on an unpaid leave of absence. Consensus of the Committee was that employees would accumulate benefit time while on a paid leave of absence, but would not accumulate benefit leave while on an unpaid leave of absence.
- 11-10.4 The use of cell phones and other electronic devices (the committee will continue discussion at next month's meeting)
- Drug & Alcohol Policy – Medical Marijuana – Daniels reported that Sherry Dornan is recommending that the County hold off on amending or adding a specific policy related to medical marijuana until there is more information available. Daniels stated

that the current Drug and Alcohol Policy is still applicable. Consensus of the Committee was to hold off on making any changes at this time.

- Concealed carry (the committee will review and will discuss at next months meeting).

Employee Representative Meeting Update – Holt reported that Terry Taylor attended the employee representative meeting early that day to address any building related issues. Holt stated that he did advise the group that they should be going through their department head first. Taylor reported that the blinds at the Law & Justice Center are functioning properly. Holt stated that Taylor provided an estimate of approximately \$3,300 to tint the windows in the vestibule properly. The proposal will be brought to the SJL Committee in June for review. Holt reported that the harassment training was also reviewed.

Gregory & Appel Life Insurance – Fannin stated that this is a supplemental life insurance program that is available to county employees at no additional cost to the county. Discussion took place. The Committee confirmed their prior position that they will not be offering any additional supplemental policies.

Executive Session – *Motion by Bullard, second by Ingles to go into Executive Session pursuant to 5ILCS 120/2(c)(1) Personnel Matters.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 5:45 p.m.

Regular Session resumed at 5:55 p.m.

Action Resulting from Executive Session – n/a

Motion by Cohlman, second by Flott to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:58 p.m..

Alina M. Hartley
Administrative Resource Specialist