

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF JUNE 3rd, 2015

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, Cohlman, Heath, Mays, Shafer, Vietti

Absent: Bunting

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), Linda Daniels (Human Resource Specialist), Kristy Masching (County Clerk), Ginger Harris (Deputy Clerk – Bookkeeping)

Arbogast called for any additions or corrections to the agenda with there being none requested. *Motion by Shafer, second by Cohlman to approve the agenda as presented.*

MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the April 8, 2015 meeting. Cohlman noted, that she did not arrive at 4:32 as arrived, but closer to around 5:00 p.m. (Cohlman's arrival time was later confirmed at 4:54 p.m.). *Motion by Vietti, second by Heath to approve the minutes of the April 8, 2015 meeting.* **MOTION CARRIED WITH ALL AYES.**

Vision Insurance Renewal – Daniels reported that the county has been given a 28 month rate, in order to get the vision insurance on the same renewal cycle as the other policies. Daniels stated that this is an approximate, 8% increase in the rate which equates to approximately \$0.40 per month per employee. Daniels stated that she will be notifying employees of the renewal and increase.

Update on System Overview – HR/Payroll System – Daniels reported that she, Kristy Mashing and Ginger Harris began the review of the Sage Abra system last week. Daniels stated that the county is currently on version v.9.11 and will need to upgrade to v.9.2 by the end of the year. Daniels stated that they discussed the separation in deductions and inconsistencies with the way the system adds new employees. Daniels also reported that there is a self-service function available that would allow employees to print their own paystubs and w-2's, which would be a cost savings to the county. Daniels stated that this option is not currently installed, but they will be looking into the cost of the addition. Daniels stated that there is also a workforce analyzer that will be available if the county upgrades to the gold service package. Discussion took place.

Motion by Vietti, second by Mays to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:15 p.m..

Alina M. Hartley
Administrative Resource Specialist