## LIVINGSTON COUNTY BOARD PERSONNEL COMMITTEE MINUTES OF APRIL 6<sup>th</sup>, 2016

Committee Chair Kathy Arbogast called the meeting to order at 5:03 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Arbogast, Heath, Mays, Vietti

Absent: Cohlman, Bunting, Shafer

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource

Specialist), Linda Daniels (Human Resource Specialist), John Clemmer (Finance Resource Specialist), County Clerk Kristy Masching, Ginger

Harris

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

The Committee reviewed the minutes of the March 9, 2016 meeting. *Motion by Heath, second by Mays to approve the minutes of the March 9, 2016 meeting.* **MOTION CARRIED WITH ALL AYES.** 

Employee Self Service Module – Daniels stated work has begun on the employee self-service module that will tie into the HR payroll system. Harris stated that they are getting ready to begin implementation. Harris stated that once the installation and training is complete, the bookkeeping department will run two payrolls where the vouchers are printed and the information is available on the self-service site. This will ensure there are no issues prior to the printed vouchers being eliminated. Harris stated that bookkeeping is seeking the Committee's support as they eliminate the printing of the vouchers and require that the actual employees pick up their checks in person prior to the end of business on Friday. Harris stated that any checks remaining on Friday will be placed in the mail for the employee. Harris stated that she anticipates a significant cost reduction by the measure due to the reduction in envelopes, postage, labor and travel time. Harris estimated that the system will be live around July or August. *Motion by Vietti, second by Mays to support the bookkeeping department in their new policy regarding the distribution of vouchers and payroll checks.* MOTION CARRIED WITH ALL AYES.

**Executive Session** – Motion by Mays, second by Heath to go into executive session pursuant to 5ILCS 120/2 (c)(21) – Semi-Annual Review of Executive Session minutes. **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 5:17 p.m.

Regular Session began at 5:30 p.m.

Action Resulting from Executive Session – Motion by Mays, second by Vietti keep the executive session minutes of October 7, 2015, October 27, 2015, January 6, 2016 and January 19, 2016 closed and further authorize the destruction of all verbatim records dated eighteen months and older previously approved for content. MOTION CARRIED WITH ALL AYES.

Motion by Vietti, second by Mays to adjourn. MOTION CARRIED WITH ALL **AYES.** Meeting adjourned at 5:30 p.m..

Alina M. Hartley

Administrative Resource Specialist