

LIVINGSTON COUNTY BOARD  
PERSONNEL COMMITTEE  
MINUTES OF JUNE 8<sup>th</sup>, 2016

Committee Chair Kathy Arbogast called the meeting to order at 5:01 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), Ginger Harris, Bookkeeping

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 May 4<sup>th</sup>, 2016 and May 12<sup>th</sup>, 2016 meetings.

*Motion by Mays, second by Vietti to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

**Personnel Policy Revision – Travel Policy** – Linda Daniels distributed a draft travel policy for the Committee’s review. *Motion by Heath, second by Mays to recommend approval of the personnel policy revision adding a travel policy. MOTION CARRIED WITH ALL AYES.*

**Update on Employee Self Service Module** – Ginger Harris reported that the next step in the Employee Self Service Module is the implementation, but the project hit a snag when it was discovered that the software was not compatible with the current 2003 server. This server is part of the server consolidation project that has experienced delay due to the Spillman project. Discussion took place regarding the timing of the project and bookkeeping’s schedule, as well as remote access and possibly security issues. Hartley reported that the IT Committee requested that Sear gather as much information as needed for them to make a decision going forward. Hartley stated that the Spillman project certainly consumed more time from the IT department than was expected, and it may be necessary to get extra assistance in order to complete some of the other projects scheduled for this year. The Committee expressed support for the concept of contracting some of the work out in order to complete the scheduled projects. The topic will be discussed with IT.

*Motion by Vietti, second by Mays to adjourn. MOTION CARRIED WITH ALL AYES.* Meeting adjourned at 5:19 p.m..

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Alina M. Hartley  
Administrative Resource Specialist