

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF OCTOBER 4, 2017

Committee Chair Kathy Arbogast called the meeting to order at 5:02 p.m. in the Committee Room of the Historic Livingston County Courthouse.

Present: Arbogast, Vietti, Gerwin (arrived at 5:17), Heath, Lovell, Runyon

Absent: Shafer

Also Present: Chairman Bob Young, Human Resource Director Linda Daniels, Future Human Resources Director Ginger Harris, Executive Director Alina Hartley

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

The Committee reviewed the minutes of the July 12, 2017 and September 6, 2017 committee meetings. It was noted that Runyon should be listed as present during the July 12, 2017 meeting. *Motion by Runyon, second by Lovell to approve the minutes of the July 12, 2017 and September 6, 2017 meetings as amended. MOTION CARRIED WITH ALL AYES.*

Insurance Renewals – Daniels reminded the Committee that the Blue Cross Blue Shield renewal came in with a slight decrease for 2018. Daniels reported that the dental insurance came in with no increase and the vision insurance came in with a 5% increase, however, Daniels noted that the premium for vision is low enough that the 5% increase represents approximately \$0.60 per month. Discussion took place. *Motion by Vietti, second by Runyon to approve the insurance renewals as presented. MOTION CARRIED WITH ALL AYES.*

Vacation & Sick Leave Policy Revisions – Daniels reported that a change to the personnel policies was necessary to address benefit accruals. Harris stated that currently accruals are done in Time Zone, but anyone who is not on the timeclock is calculated manually. Harris stated that the information does not flow right from one program to another, but it was discovered that if the accruals were done on a per pay period basis, as opposed to monthly, the system would work appropriately and would calculate the accruals for everyone automatically. Daniels noted that some of the additional changes are related to new correctional officers, who once the contract is approved, will be following the counties policy. Daniels stated that the additional language was added to address those individuals. *Motion by Heath, second by Lovell to recommend approval of the revisions to the Personnel Policies. MOTION CARRIED WITH ALL AYES.*

Executive Session – Motion by Vietti, 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 5:13 p.m.

Regular Session resumed at 5:23 p.m.

Action Resulting from Executive Session – Motion by Runyon, second by Heath to open the executive session minutes of October 7, 2015, October 27, 2015, January 6, 2016 and November 9, 2016 and leave the remaining minutes 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 Lovell to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:24 p.m..

Alina M. Hartley
Executive Director