

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF MAY 4, 2018

Committee Chair Kathy Arbogast called the meeting to order at 5:00 p.m. in the Committee Room of the Historic Livingston County Courthouse.

Present: Arbogast, Vietti, Gerwin, Heath, Lovell,

Absent: Runyon, Shafer

Also Present: Chairman Bob Young, Human Resource Director Ginger Harris, Executive Director Alina Hartley, County Board Members Mark Runyon and John Slagel

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

The Committee reviewed the minutes of the April 4, 2018. *Motion by Gerwin, second by Heath to approve the minutes of the April 4, 2018 meeting as presented. MOTION CARRIED WITH ALL AYES.*

Personnel Manual Review – Discussion took place regarding the proposed changes to the Personnel Manual. Gerwin questioned the computer usage and prohibited activities section. Harris stated that the additions are the suggestions made by counsel to address things that have come up in recent litigation. Gerwin requested that Sear review the policy to ensure there shouldn't be anything else included. *Motion by Gerwin, second by Lovell to recommend approval of the Personnel Manual changes. MOTION CARRIED WITH ALL AYES.*

Salary Schedule – Discussion continued on the proposed salary schedule. Harris clarified that even though the salary schedule was changing, it did not mean that employees would get any type of salary adjustment. Harris stated that the salary schedule reflects the pay range for the same positions. Gerwin expressed concern that some of the increases were considerably higher than the cumulative cost of living increase for the period. Hartley stated that while some of the increases may be higher, they are generally the more entry level, lower paying positions. Positions at the higher end of the scale have lower percentage increases. Further discussion took place regarding employees exceeding the maximum of the range. It was suggested that a policy be developed to address instances, whereby employees who reach the maximum would no longer receive salary increases. Instead those employees who maxed out would be paid the equivalent as a longevity pay. Consensus of the committee was to approve the salary schedule, and request a policy be developed to cap salaries at the high end of the scale, to be presented at the next Committee meeting.

Early Retirement Incentive Update – Harris proved the Committee with a ledger of the HRA balances. Harris did note that there was one employee who had passed away who's HRA would transfer to his spouse.

Motion by Vietti, second by Lovell to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:48 p.m..

Alina M. Hartley
Executive Director