

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
Joint Meeting with Finance
MINUTES OF MARCH 4, 2020

The meeting was called to order at 5:30 p.m. in the Committee Room of the Historic Livingston County Courthouse. The meeting was held in joint session with the Livingston County Finance Committee.

Personnel Committee Members Present: Vietti, Ambrose, Blackard, Fannin, Manker, Vitzthum, Wilkey

Personnel Committee Members Absent:

Finance Committee Members Present: Shafer, Slagel, Bunting, Earing, Fannin, Kirkton, Lovell

Finance Committee Members Absent:

Also Present: County Board Chair Kathy Arbogast, Human Resource Director Ginger Harris, Finance Director Diane Schwahn, Executive Director Alina Hartley, Zoning Administrator Chuck Schoop.

On behalf of Personnel there was a *motion by Ambrose, second by Wilkey to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

On behalf of the Finance Committee there was a *motion by Bunting, second by Kirkton to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Personnel Committee reviewed their minutes of the February 5, 2020 meeting. *Motion by Manker, second by Fannin to approve the minutes of the February 5, 2020 meeting.* **MOTION CARRIED WITH ALL AYES.**

Full Time Assistant Zoning Administrator Position – Ginger Harris reviewed a draft job description for a full time assistant zoning administrator. Harris reported that the assistant would be responsible for emergency management, recycling, ordinance planning, etc. Harris stated that since Schopp is within a couple years of retirement so the thought is this individual could be trained to take over the director position upon Schopp's retirement. Harris stated that the position is salary exempt in the M1 salary classification, which is the same classification as the maintenance foreman, probation assistant and director of environmental health. Discussion took place regarding the job description requirements. It was felt that a Bachelor's degree in any field would be preferred, but no specialty should be specified. It was also noted that the responsibility to attend meetings and take minutes should be included. *On behalf of the personnel committee there was a motion by Wilkey, second by Blackard to approve the position as discussed.* **MOTION CARRIED WITH ALL AYES.** *On behalf of the finance*

committee there was a motion by Bunting, second by Fannin to approve the position as discussed. MOTION CARRIED WITH ALL AYES.

Executive Session - On behalf of the Personnel Committee, there was a *motion by Wilkey, second by Manker to go into Executive Session pursuant to 5ILCS 120/2 (c)(2) Collective Negotiating Matters. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye, none Nay. On behalf of the Finance Committee, there was a *motion by Slagel, second by Fannin to go into Executive Session pursuant to 5ILCS 120/2(c)(2) Collective Negotiating Matters. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

Executive Session began at 5:44 p.m.

Regular Session resumed at 6:17 p.m.

Action Resulting from Executive Session – N/A

There being no further business to come before the Committees there was a motion on behalf of the Personnel Committee by Wilkey; second by Manker to adjourn. MOTION CARRIED WITH ALL AYES.

On behalf of the Finance Committee there was a motion by Fannin, second by Slagel to adjourn. MOTION CARRIED WITH ALL AYES.

Meeting adjourned at 6:18 p.m..

Alina M. Hartley
Executive Director