

LIVINGSTON COUNTY BOARD  
PERSONNEL COMMITTEE  
MINUTES OF MARCH 7<sup>th</sup>, 2012

Committee Chair Tim Shafer called the meeting to order at 5:01 p.m. in the Clavey Room of the Livingston County Courthouse.

Present: Shafer, Arbogast, Allen, Fannin, Heath, Young

Absent: McGlasson

Also Present: Bill Fairfield, Alina Hartley, Linda Daniels, June Slagel,

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

The Committee reviewed the minutes of the December 7<sup>th</sup>, 2011 meeting. *Motion by Fannin, second by Heath to approve the minutes of the December 7<sup>th</sup>, 2011 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

**Performance Evaluation Update** – Daniels stated that everyone, with the exception of the judicial department has submitted their performance evaluations. Daniels noted that Veterans has one employee who does not work during the winter that will be completed once he returns. Daniels further noted that Don Verdun will be added to the department directors that will be evaluated later this year. Discussion took place. Consensus of the Committee was to encourage the judicial department to complete the employee evaluations.

**Hiring Freeze** – The Committee discussed the current processes and the hiring freeze implemented. Daniels reviewed the option of determining the number of FTE's per department to be determined at budget time. Daniels stated that the formula used to calculate the number of FTE's needed per department is the number of hours worked per department divided by the number of full time hours per year for an FTE. Discussion took place. Consensus of the Committee was to continue to look into this option for the next fiscal year. *Motion by Fannin, second by Arbogast to not make any changes at this time.* **MOTION CARRIED WITH ALL AYES.** Department heads will continue to be asked to attend the personnel and finance committees to request authorization to replace employees or add any additional staff.

*Motion by Heath, second by Fannin to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:34 p.m..

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Alina M. Hartley  
Administrative Resource Specialist