

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF JULY 11th, 2012

Committee Chair Tim Shafer called the meeting to order at 5:00 p.m. in the meeting room on the second floor of the Pontiac Public Library.

Present: Shafer, Arbogast, Allen, Fannin, McGlasson, Young
Absent: Heath
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 Young, second by Allen to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the June 6th, 2012 and May 9th, 2012 meetings. *Motion by McGlasson, second by Arbogast to approve the minutes of the June 6th, 2012 and May 9th, 2012 meetings.* **MOTION CARRIED WITH ALL AYES.**

Human Resources Budget – Daniels questioned whether the Committee wished to continue with providing anniversary plaques and not having the employee appreciation dinner. Discussion took place. It was felt that a majority of employees did not attend and participation continued to decline. Consensus of the Committee was to continue to provide the plaques and not hold the annual dinner.

Job Description Updates – Daniels stated that it has been five and a half years since the job descriptions have been updated. Daniels stated that she plans to have each employee fill out the job analysis and review with their department head prior to submitting. Daniels stated that she plans to do the updates one department at a time.

Employee Training Sessions – Daniels stated that she had the employee representative committee vote on what type of training they would like to receive. Daniels stated that chosen were Stress Handling, Time Management and Juggling Multiple Items without Stress and The Road Less Traveled which deals with effective communication. Daniels stated that there will also be a management session on Behavioral Interviewing.

Implementation of Time Clock Timeline – Slagel stated that she has reviewed the schedule with the remaining department heads and Scott Koeppe. Slagel stated that currently everyone in the Law & Justice Center, Regions and courthouse are using the time clock. Slagel stated that Public Health is scheduled to begin late summer. Slagel stated that Mental Health could go on at the same time as Public Health, but she is not sure of their willingness to participate. Slagel stated that Highway will begin in the fall; the Coroner and VAC will begin when they move into the Regions Building. Slagel stated that in the winter LivCom, correctional officers and secretaries will begin. Slagel stated that for now the deputies and homemakers will not be going on the time clock

since they do not report in to an actual building. Discussion took place as to how those positions could go on as well.

Executive Session – *Motion by Fannin, second by Arbogast to go into Executive Session pursuant to 5 ILCS 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 5:35 p.m.

Regular Session resumed at 5:53 p.m.

Action Resulting from Executive Session – *Motion by Fannin, second by Allen to open the minutes of September 30, 2009, October 7, 2009, December 9, 2009, March 3, 2010, May 5, 2010, June 9, 2010 and September 8, 2010, open and approve for content the minutes of October 6, 2010, approve for content and keep closed the minutes of March 7, 2012, April 3, 2012 and May 9, 2012 and destroy all verbatim records eighteen months and older.* **MOTION CARRIED WITH ALL AYES.**

Motion by Young, second by Fannin to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:56 p.m..

Alina M. Hartley
Administrative Resource Specialist