

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF DECEMBER 12th, 2012

Committee Chair Holt called the meeting to order at 5:00 p.m. in the committee meeting room within the Livingston County Historic Courthouse. .

Present: Holt, Ingles, Allen, Bullard, Cohlman, Flott, Wittenberg

Absent:

Also Present: Marty Fannin, Earl Rients, Judy Campbell, Kathy Arbogast,
Alina Hartley, Linda Daniels, June Slagel

Holt called for any additions or corrections to the agenda with none being requested. *Motion by Flott, second by Bullard to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the November 7th, 2012 meetings. *Motion by Allen, second by Ingles to approve the minutes of the November 7th, 2012 meeting. MOTION CARRIED WITH ALL AYES.*

Tom Brown Sick Leave Time for IMRF – Daniels stated that when you participate in IMRF you are allowed to transfer up to 240 sick days into additional service credit upon retirement. Daniels stated that Tom Brown was an assistant state’s attorney from September 1982 through November 1991 during which time he accumulated one sick day per month. Daniels stated that the county did not have a system that tracked accruals, so at that time it was up to each department. Daniels stated that Tom Brown recalls having taken 5 sick days leaving 105 sick days remaining. Daniels reported that Blakeman spoke with Bernardi, who was States Attorney at that time, and he indicated that at the time each ASA was responsible for keeping track of their accruals. Discussion took place. *Motion by Flott, second by Bullard to accept 105 sick days to be reported to IMRF for additional service credit. MOTION CARRIED WITH ALL AYES.*

IPRF Grant – Linda Daniels reported that each year IPRF has provided a grant to the county to be used for safety items or safety education. Daniels reported that this year the county is eligible to receive a grant up to \$22,400. Daniels stated that in prior years the Insurance Committee directed her to notify departments to submit their requests to her. Daniels stated that the request needs to be submitted to IPRF by March 15th. Discussion took place. *Motion by Ingles, second by Wittenberg to direct Daniels to notify departments and process the request on behalf of the county; Daniels can bring the requests back to the Committee if needed. MOTION CARRIED WITH ALL AYES.*

Other Items as Needed -

Holt questioned whether the Committee would be interested in moving the meeting time to 4:00 p.m. Some Committee members had conflicts with moving the time, so consensus of the Committee was to leave the regular meeting time at 5:00 p.m..

Holt reported that he had a discussion with Linda Daniels regarding the job descriptions. Daniels stated that it is her goal to have all the job descriptions updated this year. Daniels stated that currently there are job descriptions for approximately 90-95% of the positions within the county; others have not been updated since 2008. Daniels stated that she will be updating the job descriptions department by department. Discussion took place regarding the evaluation process. Further discussion took place regarding the established 2013 staffing levels. Ingles stated that departments need to understand that they need to reduce staff. Daniels stated that there is a formula that is sometimes used to determine required staffing levels based on the number of actual hours worked.

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

Alina M. Hartley
Administrative Resource Specialist