

LIVINGSTON COUNTY BOARD  
PERSONNEL COMMITTEE  
MINUTES OF JANUARY 9<sup>th</sup>, 2013

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, Allen, Bullard, Cohlman, Flott, Wittenberg

Absent: Ingles

Also Present: Marty Fannin, Earl Rients, Alina Hartley, Linda Daniels, June Slagel

Holt called for any additions or corrections to the agenda. With none being requested the agenda was approved as presented.

The Committee reviewed the minutes of the December 12<sup>th</sup>, 2012 meetings. *Motion by Bullard, second by Allen to approve the minutes of the December 12<sup>th</sup>, 2012 meeting.*

**MOTION CARRIED WITH ALL AYES.**

**Job Description Update** – Holt reported that Daniels has been working on the job analysis template. Daniels stated that the template will be filled out by the employee and reviewed with the department managers. The template will be used to create the job description. Holt stated that after all the job descriptions are completed they can be scanned in to look for duplication of efforts. Wittenberg stated that he would also like to know what activities are done that is not required by statute. Daniels asked if the Committee felt that the format was appropriate. Cohlman stated that she liked the layout and can see how this would transfer easily to evaluations.

**Resolutions for Hiring Freeze and Staffing Levels** – Holt stated that he had asked Daniels to send him what was done in 2009 and in 2012. Holt stated that if the board is going to cut costs it must be done by a reduction in employees. Holt stated that the resolution approved last year allows for the replacement of employees. Holt stated that he asked for an up to date number of full time equivalents. Holt stated that if departments are overstaffed he would like to see a resolution to reduce costs.

Daniels reviewed the formula for determining required FTE's. Daniels stated that you divide the actual number of hours worked by the total regular hours for the year. Daniels stated that this is a standard formula used, but is not an exact science and does not work for managers and exempt employees because they likely work additional hours not accounted for. Daniels stated that PRN employees also do not work within the formula. Discussion took place. Flott felt that the tool was not appropriate because of the exceptions and did not agree with its use; other members felt that it was a standard and could be used as a general guideline. Holt suggested that department heads be given a heads up that adjustments will be made over x number of years. Daniels reviewed what some of the results were from prior years.

**Goal Setting** – Holt stated that the overall goal should be to reduce costs. Cross training should be done in all areas. Holt stated that the county should also look to improve efficiencies where possible including possible IT upgrades.

**Resolution for Early Retirement** – Flott stated that last year an early retirement incentive was done for the maintenance supervisor. Flott stated that the equivalent of six months health insurance was provided in a lump sum. Daniels stated that the incentive could be offered to managers (non-elected), with over 30 years of continuous service, and who are not eligible for Medicare. Discussion took place. It was felt that this could save the county some costs since these managers are generally higher paid. *Motion by Flott, second by Wittenberg to offer an early retirement incentive as discussed with the retirement to be effective on or before May 1<sup>st</sup>.* **MOTION CARRIED WITH ALL AYES.**

**Appointment to Employee Rep Committee** – Holt stated that in the past the employee representative committee meetings have been attended by the Personnel Committee chair or his/her designee. Holt reported that he will be designating Mike Ingles to attend on behalf of the Personnel Committee.

**Ad Hoc Committee to study cost savings ideas** – Holt stated that he would like to appoint Ingles, Wittenberg, Bullard, Daniels, Masching and Hillman to serve on an Ad-Hoc Committee to study possible cost savings ideas. Hartley noted that the ad-hoc committee meetings will need to comply with the Open Meetings Act, agendas will need to be posted and minutes will need to be taken, since a majority of a quorum of the committee will be assigned to the ad-hoc committee.

**Other Items** – Daniels noted that the Benefit Fair will be held on the 16<sup>th</sup>. Daniels invited all members to attend.

Daniels further reported that the OSHA log was posted today. Daniels will follow up with department heads at external offices to insure the log is posted at each location.

*Motion by Wittenberg, second by Cohlman to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 6:00 p.m..

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Alina M. Hartley  
Administrative Resource Specialist