

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF MAY 8th, 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,

Absent: Ingles

Also Present: Earl Rients, Alina Hartley, Linda Daniels, June Slagel, Mark Runyon

Holt called for any addition or corrections changes. With none being requested, the agenda stood approved as amended.

The Committee reviewed the minutes of the April 3rd, 2013 meeting. Holt called for any corrections to the minutes. *Motion by Flott, second by Allen to approve the minutes of the April 3, 2013 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Presentation on 457 Plan by Steve Tock – Holt reported that Steve Tock had made a presentation to the Employee Rep Committee, but was unable to attend today's meeting. Holt stated that Tock is planning to attend the June Committee meeting. Holt stated that Tock indicated that he would be willing to meet with department heads individually to explain the 457 plan.

Revision to Personnel Policies – Leaves of Absence – Daniels stated that she had attended an ADA seminar on April 18th. Daniels stated that due to flooding the seminar was cancelled only an hour into the program. Daniels stated that currently the county's personnel policies allow twelve weeks of FMLA and an additional twelve weeks of personal leave or accumulated benefit time. Daniels stated that ADA says that a reasonable accommodation could be additional leave time. Daniels stated that light duty was also discussed. Daniels stated that we may need to make a change to the personnel policies eventually. Daniels stated that the seminar will be rescheduled and she will report back.

Personnel Subcommittee Report – Holt reported that he had received a report from Mike Ingles who was unable to attend today's meeting. Holt stated that the committee met last week and discussed the following.

1. The intent of the Committee is to determine a path that everyone can use to reduce expenses in future budgets.
2. This is not to be a method to reduce employment by layoffs!
3. While the majority of expenses are employee related, the following should be priorities. a. Reduce expenses by reviewing and suggesting improvements to

overtime and comp. time policies. b. Look at ways to improve delivery of services by the use of technologies, such that retiring employees or those leaving for other reasons would not need to be replaced. It is felt that the greatest opportunity is in the data stream involving the law enforcement and judicial systems. c. Identify services that could be reduced or eliminated if the time comes that we can no longer support the budgets that are being requested.

It was emphasized that the committee is not on a head hunting mission and current employees would not be effected, but changes can be made when individuals retire or resign. New hires may not receive the same level of benefits as current employees. Discussion took place. The Committee requested that Daniels provide a monthly report to the Committee on all staffing changes within each department. Discussion also took place regarding providing each employee with a total compensation summary.

Other Business – Daniels reported that the cost of service awards has increased from prior years. Daniels stated that there are 42 recipients this year, so she may be approximately \$50 over budget on that line item. Daniels stated that she will be within her overall budget. The Committee did not express any concerns with the possible overage.

Motion by Cohlman, second by Bullard to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:50 p.m..

Alina M. Hartley
Administrative Resource Specialist