

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF JUNE 5th, 2013

Committee Chair Holt called the meeting to order at 5:02 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Holt, Ingles, Allen, Bullard, Cohlman, Flott,
Absent: Mays
Also Present: Marty Fannin, Mark Runyon, Earl Rients, Alina Hartley, Linda Daniels,
June Slagel, Daryll Bragg

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

The Committee reviewed the minutes of the May 8th, 2013 meeting. *Motion by Bullard, second by Cohlman to approve the minutes of the May 8th, 2013 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Presentation on 457 Plan by Steve Tock – Holt reported that Steve Tock had previously indicated that he going to be able to attend this month's meeting, but had scheduled other appointments. Holt noted that Tock will be attending a gathering organized by the health department; all committee members are invited to attend. Daniels will forward the information as soon as it is available.

Holt noted that Daniels had been contacted by a Nationwide representative who is interested in presenting information to the county. Holt stated that currently new employees have to go with Hartford; others have been grandfathered in with Nationwide. Discussion took place. Consensus of the Committee was that employees should be given a choice. *Motion by Ingles, second by Bullard that anyone marketing 457 plans, make contact through the HR department and we not limit the number of providers.* The motion was later amended as follows; *motion to offer Nationwide as another option for 457 plan, and allow any other companies offering 457 plans to come to the committee for approval.* **MOTION CARRIED WITH ALL AYES.**

Personnel Staffing Changes – Daniels presented the Committee with a Personnel Changes Report from the beginning of the fiscal year, December 1, 2012 through current.

HR Budget – Daniels reviewed the draft HR Budget with the Committee. *Motion by Ingles, second by Flott to approve the HR Budget as presented.* **MOTION CARRIED WITH ALL AYES.**

Other Business – Holt stated that Bullard has requested to be removed from the ad-hoc sub-committee. Holt stated that he has requested that Bill Flott be assigned to the

Committee in her stead. Discussion took place regarding the goal of the ad-hoc committee.

Executive Session – *Motion by Flott, second by Ingles to go into Executive Session pursuant to 5ILCS 120/2 (c)(1) – Personnel Matters.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye, none Nay.

Executive Session began at 5:38 p.m.
Regular Session resumed at 5:52 p.m.

Action Resulting from Executive Session – *Subject to board approval there was a motion by Ingles, second by Allen authorizing the restructure of the current Facility Management Services Department as follows:*

1. *Eliminate the three supervisory positions of the HVAC Coordinator, HVAC and Maintenance Supervisor at the Public Safety Complex and Maintenance Supervisor.*
2. *Create two new supervisory positions with different duties than the supervisors being eliminated and one additional maintenance position.*
3. *Notice be given to the three supervisory employees involved that their employment is terminated because their positions have been eliminated and the duties have changed.*
4. *The termination of employment will be effective as of August 4, 2013, and because of the elimination of the three positions, the duties of the present supervisors will terminate at such time as the two new supervisory positions of Facilities Services Manager and Assistant Facilities Services Manager have been hired.*
5. *The County Human Resources Specialist and Board Office have developed new job descriptions for the new supervisory positions being created and any current employee of the Department may apply for any or all of the three positions and will have until June 17, 2013, to submit an application or applications with interviews to follow and the two new supervisory positions and maintenance position will be filled by June 24, 2013.*
6. *The new management employees and maintenance person will be hired by an Interview Committee consisting of the County Board Chairman, Human Resource Specialist, Chairman of the Public Property Committee, and Chairman of the Personnel Committee, who will also decide the appropriate salaries for the positions involved.*

MOTION CARRIED WITH ALL AYES.

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

Alina M. Hartley
Administrative Resource Specialist