

LIVINGSTON COUNTY BOARD  
PERSONNEL COMMITTEE  
MINUTES OF AUGUST 7<sup>th</sup>, 2013

Committee Chair Holt called the meeting to order at 5:03 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Holt, Ingles, Bullard, Cohlman, Flott, Mays

Absent: Allen

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

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

The Committee reviewed the minutes of the June 5<sup>th</sup>, 2013 meeting. *Motion by Ingles, second by Mays to approve the minutes of the June 5<sup>th</sup>, 2013 meeting as presented. MOTION CARRIED WITH ALL AYES.*

**Vicki Dawson – Nationwide 457 Plan Representative**– Vicki Dawson from Nationwide was present to introduce herself to the Committee. Dawson attended the Employee Representative Committee earlier in the day to present information to employees on the 457 plan. Dawson will also be available on September 12<sup>th</sup> to meet with departments and on January 27<sup>th</sup> for the health and wellness fair.

**Employee Representative Meeting Update** – Holt stated that there were five departments not represented at the employee representative meeting. Holt stated that an AED training was announced and will be held on five different dates. Minutes of today's meeting were sent out today so people who could not attend will know what happened at the meeting.

**Ad Hoc Committee Update**– Ingles reported that the Ad Hoc Committee met several times. Ingles stated that a draft resolution has been presented for the Committee for their review. Ingles stated that the same resolution will also be presented to the full board. If anyone has any comments or suggestions they should contact one of the ad hoc committee members. Ingles stated that the final resolution will be presented in September for approval. Ingles stated that after the resolution is approved the Ad Hoc Committee will be meeting with department heads.

**Job Description Update** – Daniels stated that one of the Committee goals is to update the job descriptions. Daniels stated that this has been a slow process with everything else going on. Daniels reported that the Circuit Clerk's office is completely done, the Assessor's office is almost done, the County Clerk has all but two done, and the Maintenance Department has one left to do.

**Other Business** – Daniels stated that the AFLAC representative had contacted her and indicated that they have a proposal ready that they would like to submit. Discussion took place. Consensus of the Committee was to deny the request.

*Motion by Flott, second by Ingles to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:47 p.m..

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Alina M. Hartley  
Administrative Resource Specialist