

LIVINGSTON COUNTY BOARD  
PERSONNEL COMMITTEE  
MINUTES OF OCTOBER 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, Ingles, Allen, Bullard, Cohlman, Flott, Mays

Absent:

Also Present: Marty Fannin, Mark Runyon, Alina Hartley, Linda Daniels, June Slagel, ,  
Mike Shaughnessy, Barb Sear

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 September 4, 2013 meetings. *Motion by Ingles, second by Flott to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

**Dental Insurance Renewal** – Daniels reported that the dental insurance renewal came in at 3.8%. Daniels stated that since the premiums for dental are much smaller there was still a significant decrease overall.

**Job Description Update** – Daniels reported that the County Clerks office is now complete with the exception of one individual who is currently reviewing theirs. Daniels reported that the Assessors office is also complete, bookkeeping has their analysis done and the Treasurer's office is working on theirs.

**Advisory Committee Report** – Holt reported that he had a discussion with Seth Uphoff regarding the status of the advisory committee. The group met and discussed concerns, and are looking at what things can be done. Holt stated that Uphoff indicated that the meeting was productive.

**Other Business** – Holt stated that he had asked for information regarding the cost of the full time public defender and public defender office.

Holt stated that he felt that the Personnel Committee should ensure that all employees are treated equally. Holt stated that there was an accident at the Highway Department and he questioned whether the employee should receive disciplinary action since there was significant cost to the County. Discussion took place. It was felt that copies of the incident report should be placed within the personnel file. Discussion took place regarding a change to the personnel policies outlining the process.

*Motion by Ingles, second by Cohlman to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:28 p.m..

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Alina M. Hartley  
Administrative Resource Specialist