

LIVINGSTON COUNTY BOARD  
PERSONNEL COMMITTEE  
MINUTES OF NOVEMBER 6<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 (arrived at 5:20 p.m.), Flott, Mays

Absent:

Also Present: Marty Fannin, Mark Runyon, Kathy Arbogast, Bob Young, Alina Hartley, Linda Daniels,

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

The Committee reviewed the minutes of the October 9, 2013 meetings. *Motion by Flott, second by Allen to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

**Employee Representative Committee Report** – Holt reported that there was a better turnout for this month's meeting. Daniels stated that the Committee discussed the recycling at the Law & Justice Center, as well as CPR/AED training (with the last session to be held tomorrow, October 7<sup>th</sup>). Daniels stated that discussion was also held on open enrollment. Daniels stated that the informational meetings went well with approximately 100 employees attending. Daniels reported that the Active for Life program will be begin December 1<sup>st</sup> and the Wellness Fair will follow in January.

**Other Business** – Holt reported that he discussed the Highway Maintenance employee accident with David Winters and Winters' reported that there was an incident report filed and placed in the employee's personnel file. Holt stated that the employee was also required to report for drug and alcohol testing as a result of the incident; the results of those tests were also placed in the file.

**Executive Session** – *Motion to go into Executive Session pursuant to 5 ILCS 120/2 (c) (21) Semi-Annual review of Executive Session minutes by Ingles, second by Flott.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 5:13 p.m.

Regular Session resumed at 5:19 p.m.

**Action Resulting from Executive Session** – *Motion by Ingles, second by Flott to open the executive session minutes of August 16, 2012, October 3, 2012, April 3, 2013, and*

*June 5, 2013 and authorize the destruction of all verbatim records dated eighteen months and older previously approved for content. MOTION CARRIED WITH ALL AYES.*

*Motion by Bullard, second by Flott to adjourn. MOTION CARRIED WITH ALL AYES. Meeting adjourned at 5:22 p.m..*

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Alina M. Hartley  
Administrative Resource Specialist