

## **Personnel Minutes**

December 29, 2016

The Personnel Committee of the Piatt County Board met on Thursday, December 29, 2016, at 10:00 a.m. in Room 104 of the Courthouse. The meeting was called to order by Chairman Randy Keith. Attending were: Randy Keith, Al Manint, Randy Shumard, Ray Spencer, Bob Murrell, Colleen Kidd, and Keri Nusbaum. Board member Renee Freundt was absent.

Also attending were: Garel Spainhour, Mark Mackey, Scott Stephenson, Darlene Baker, Tony Kirkman, Ellen Barrett, Jennifer Harper, Sandy Schlosser, Linda Leach, Scott Porter, Gary Coulter, and Cara Marcum.

**MOTION:** Al Manint made motion, seconded by Ray Spencer to approve the minutes of the June 23, 2016 meeting as written. All in favor, motion carried.

### **Courthouse windows**

There was another incident of an injury from a window. Keith asked why we are opening windows in a climate controlled building. Jamie Mumm has expressed that the courtrooms and her offices are often very hot, and opening windows is necessary. The states attorney said her area gets very hot because of the south windows. He asked Scott Stephenson how these hot and cold spots can be fixed. He said each unit has an on/off switch so they can just be turned off. Thermostats can be adjusted. Keith asked if thermometers could be placed to check the temps to see if they are accurate. In the far Southwest corner of the State's attorney's office, the thermostat is near the ceiling due to filing cabinets. Stephenson said he can move the thermostat to another wall, where it could be lower and within reach. Nusbaum will send an email out to all department heads asking for details of temperature problems and each area will be addressed as needed. The building and grounds chair Randy Shumard and Stephenson have been discussing possibly changing out some windows to allow a smaller area (the bottom) to tilt out. This would be costly, and due to historic building status, more time consuming. Closing the blinds or curtains may help in summer. All offices have some sort of window treatments. Stephenson said part of the problem is the chiller will not kick in if it is below 50. When the sun beats in, offices can become warm, but no air is chilled to move.

### **Bonus program**

Chairman Keith wanted to draw attention to the availability of a bonus program which is available. This is for employees who have gone above and beyond their job description. The department manager should submit the information to Nusbaum, and the board will consider the request.

### **Space in the courthouse**

Space is getting tight in the courthouse. The courthouse is by statute run by the Sheriff. He is unable to attend today's meeting due to a death in the family. There is a room upstairs, (the former Sheriff's office) which is now used for election preparation and equipment. The State's attorney would like more space for files and evidence. The circuit clerk needs space for people filling out applications for order of protection, which is easily accessible by his staff to be available to ask questions. Manint thought they could use the law library. State's Attorney Rhoades said using a portion of the room next to the circuit clerk's office might work better, as it is a time consuming document, and there are often questions. Kidd said that the election equipment and supplies must

be locked and secured, and when it is set up prior to an election, the room is full, and must remain locked at all times. Keith said until a permanent solution is found, there may need to be a compromise. Could the people filling out paperwork use the small office area when the machines aren't out? There is some equipment in the room which needs to be disposed of which would free up some room. The sheriff would have to get Spainhour a key for him to have access to the room. Building and Grounds committee will discuss in the next meeting. The state's attorney and the Circuit clerk will discuss and come to an agreement in the interim.

### **Human Resources**

The county has a personnel policy which has not been updated recently, and separate departments have their policies as well. There should be a policy for Piatt County which would cover all county employees. There would need to be additions for certain departments. There is an HR consultant affiliated with CIRMA who could help with a policy. Keith asked each department head to get a copy of their existing policies, along with suggestions for changes or additions to Keri in the next 30 days. There will then be another meeting in 30 – 45 days to review. Darlene Baker noted some of the ways that the Mental Health Department might differ. Gary Coulter thought it was a good idea to have an overall policy.

### **Comments**

There were no comments.

**MOTION:** Spencer made motion, seconded by Manint to adjourn. All in favor, motion carried. The meeting was adjourned at 10:42 a.m.

Respectfully submitted,

Keri Nusbaum  
Piatt County Zoning Officer