

Personnel Minutes

February 15, 2017

The Personnel Committee of the Piatt County Board met on Wednesday, February 15 at 1:30 p.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, Jennifer Harper and Keri Nusbaum. Board member Renee Fruendt was absent.

Also attending were: Garel Spainhour, Scott Stephenson, Darlene Baker, Tony Kirkman, Linda Leach, Scott Porter, Gary Coulter, Eric Seibring, Kyle Reynolds, David Hunt, Tim Pankau and Cara Marcum.

MOTION: Ray Spencer made motion, seconded by Al Manint to approve the minutes of the December 29, 2016 meeting as written. All in favor, motion carried.

Human Resources

Keith talked about the existing personnel policy. The board has been reviewing each department's policies. He asked each department for their feeling on their existing policies. Kirkman said a lot of theirs is dictated by certifications, etc. Health services need more details in some areas than others. However, most departments can have the same policies regarding absenteeism. Keith said one concern he has is the use of the word "may". Coulter agrees that the nursing home policy is too wordy. Much of it could be uniform for everyone. He would like parameters for absenteeism and discipline. Keith would like job descriptions to be a part of the new policy. The concept of flex time rather than comp time was discussed. The definitions and legalities of both were discussed. Manint said we need to identify the basic categories that need to be addressed. For example, sick time, and application process. Hunt said the policy needs to be clear, and not open to interpretation. It would make it easier to get on the same path. Keith said there needs to be a clear policy on how many sick days and vacation days can be carried over. The county is getting hit hard on payouts when someone quits or retires with excess sick or vacation time saved up. A comprehensive policy would benefit both employees and the county.

Keith asked each department head to look at their policies and the existing policy and send the list to Nusbaum of what should be included in the updated county policy along with their comments. Keith and Nusbaum will review the lists, and choose from those items for the agendas of upcoming meetings. Nusbaum will send the most recent revision of the policy out to all department heads for their review before the next meeting.

MOTION: Ray Spencer made motion, seconded by Al Manint to adjourn to executive session for discussion of personnel matters. All in favor. The committee went into executive session at 2:15 p.m.

AT 2:36 p.m. the committee came out of executive session and returned to regular session.

MOTION: Spencer made motion, seconded by Shumard to adjourn. All in favor, motion carried. The meeting was adjourned at 2:37 p.m.

Respectfully submitted,

Keri Nusbaum
Piatt County Zoning Officer