

## **Personnel Minutes**

May 9, 2017

The Personnel Committee of the Piatt County Board met on Tuesday, May 9, 2017, at 10:30 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, Renee Fruendt, Robert Murrell, Ray Spencer, Jennifer Harper and Keri Nusbaum. Also in attendance were Eric Seibring, Scott Porter, Darlene Baker, Tony Kirkman, Tim Pankau, Sandy Schlosser, Jim Donaldson, David Hunt, Gary Coulter, Linda Leach, Eileen Sierra-Brown, Kyle Reynolds, and Scott Stephenson.

**MOTION:** Al Manint made motion, seconded by Renee Fruendt to approve the minutes of the February 15, 2017 minutes as written. All in favor, motion carried.

### **Sealed Bid Process**

Keith went over the use of the sealed bid process. He asked Nusbaum to send out a copy of the state statute. Seibring and Hunt said they believe there was a county policy put into place at one time with lower limits than the state. Nusbaum will research and send out the policy.

### **IMRF**

Linda Leach said there are no new regulations to share.

### **Travel Policy**

Per state statute there needs to be a new county travel policy in place before June 30. Seibring has a draft of a policy modeled after the ordinance adopted by Macon county. He suggested the county go to a per diem system, based on GSA rates. Keith asked for a show of hands showing preference of staying with the receipt reimbursement system currently used, or change to per diem. There was discussion as to the pros and cons of each. The first show of hands indicated a preference for the per diem system based on the GSA rates. The individual traveling would fill out an estimated form of travel expenses. Questions were posed regarding mileage, etc. Eileen Sierra-Brown changed her vote. She felt short training days would be difficult to reimburse on that system. Several more scenarios were discussed. Another show of hands indicated a preference to remain with the receipts turned in for reimbursement. Part of the requirement of the new act is to set a maximum amount allowable for travel expense. The proposed policy will be sent out for review approximately 2 weeks prior to the June Co Board meeting.

### **Bedbug Education**

Bedbugs are becoming a larger problem in Piatt County. Nusbaum shared information she had found through conversations with the housing authority and health department. Keith asked if we need to have a policy in place. Piattran is not allowed by law to deny service, but has protocols in place for a rider who presents with bedbugs. The Sheriff's Department has had calls, which they refer to the health department.

**Wellness benefits**

Jennifer Harper explained changes in wellness benefits. Shingles vaccinations are now covered at age 50, and 3D mammograms are now covered at the same rate as a regular mammogram. There is also a new program available to those on the health insurance. They are eligible to be reimbursed \$20 per month for a gym membership at an approved facility if they meet all the requirements. There will be a presentation to all employees June 20 and 21 on a new benefit available to purchase life insurance through payroll deduction for employees and their families. More information will follow.

**Updates to Personnel Policy**

Keith asked Nusbaum to begin reading the policy, and asked all present for input. She began reading on the 'Foreword' page. Tony Kirkman suggested a line be amended to clarify department heads role. The following change was suggested- 'No Department Head or other representative of the County has the authority to enter into any agreement *contrary to the above without County Board approval*'.

Sheriff Hunt noted that Page 14 'Hiring and Terminations' plays into this statement. It will be noted to pay close attention to that clause.

Reading began again at the top of page 1. There is a correction on the second line where the Americans with Disabilities Amendments Act is labeled as ADA, rather than ADAAA. For clarity, the last sentence is suggested to add Individuals should contact their Department Head.....

**Under ANTIHARASSMENT & DISCRIMINATION POLICY**

The last paragraph it is suggested to add the word "immediate" as in- Piatt County encourages immediate reporting of all perceived incidents of discrimination or harassment.

The review of the handbook will resume at the top of page 2 at the next meeting.

MOTION: Spencer made motion, seconded by Al Manint to adjourn. All in favor and the meeting adjourned at 12:02 p.m.

Respectfully submitted,

Keri Nusbaum  
Piatt County Zoning Officer/Secretary to the County Board

