

Personnel Minutes

July 11, 2017

The Personnel Committee of the Piatt County Board met on Tuesday, July 11, 2017, 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, Renee Fruendt, Robert Murrell, Ray Spencer, Jennifer Harper and Keri Nusbaum. Also in attendance were Eric Seibring, Scott Porter, Darlene Baker, Tony Kirkman, Jim Donaldson, David Hunt, Linda Leach, Eileen Sierra-Brown, Sandy Schlosser and Scott Stephenson.

MOTION: Al Manint made motion, seconded by Ray Spencer to approve the minutes of the June 6, 2017 minutes as written. All in favor, motion carried.

Updates to Personnel Policy

Review of the Personnel policy began at the middle of page 6 at the Attendance heading. All in attendance agreed they would prefer 2 hours' notice, rather than ½ hour after start of shift, if someone is unable to be at work.

Page 6 last paragraphmust call his/her Department Head as far in advance as possible, but no later than 2 hours ahead of his/her scheduled shift time, or in the event of an emergency, as soon as practical.

On page 7, a recommendation was made to change the statement under the dress code section regarding tattoos.

Recommended – Natural and Artificial scents, tattoos and/or piercings may become a distraction from a well-functioning workplace and are also subject to this policy.

Page 8 – Computer and Electronic Mail Usage

Recommended – Employees should not change a password, use a password, access a file, or retrieve any stored communication without authorization. Employees should not upload new programs or files without prior approval. Electronic mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-work related matters.

The review of the handbook will resume at the top of page 9 at the next meeting.

MOTION: Randy Shumard made motion, seconded by Al Manint to go into Executive session pursuant to 5 ILCS 120/2) Sec. C 1 The compensation of a specific employee of the public body. and section C 5 – The purchase or lease of real property for the use of the public body, including the purpose of discussing whether a parcel should be acquired.

Roll was called and the motion carried.

The committee went into executive session at 11:02 a.m.

The committee returned to regular session at 11:44 a.m.

MOTION: Al Manint made motion, seconded by Randy Shumard to award a bonus from the employee bonus program of \$300 to LaRae Murphy at Piatt County Mental Health, as requested by Tony Kirkman. Roll was called. Ayes – Manint, Shumard, Murrell, Freundt, Keith Nay- Spencer.

MOTION: Ray Spencer made motion, seconded by Randy Shumard to adjourn. All in favor and the meeting adjourned at 11:45 a.m.

Respectfully submitted,

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

