

Personnel Minutes

December 20, 2017

The Personnel Committee of the Piatt County Board met on Wednesday, December 20, 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, Randy Shumard, Robert Murrell, Ray Spencer, and Keri Nusbaum. Also in attendance were Jacqui Jacobs, Tony Kirkman, Darlene Baker, Eric Seibring, Scott Stephenson, and Linda Leach. Not in attendance were committee members Al Manint and Renee Fruendt.

MOTION: Spencer made motion, seconded by Shumard to approve the minutes of the December 12, 2017 minutes as written. All in favor, motion carried.

Updates to Personnel Policy

The reading began on page 17 at 'Office Closure'. The weather policy was discussed. The following changes are recommended. In the second paragraph, after Courthouse. '*and other County offices*' will be added. Further, after 'scheduled to work that day' the words '*will be paid for that day*' will be added.

On page 18 under 'Parking' the words '*at the Courthouse Annex*' will be stricken.

Under the heading 'Performance Appraisals' the following changes should be made.

The words 'County Administrator' will be replaced by the words *County Board Chair or Chairman of the Committee*'.

Keith said the Board needs to commit to do the reviews yearly.

In the next paragraph, it is suggested to change the 3 months to 4.

In the list of performance standards, Use of Camera phones should be edited to read '*Mis-use of Cell Phones*'.

Under 'Personnel Files' the third line of the paragraph shall be edited to read '*at least discipline and commendations.....*' and add at the end of the paragraph. *Attendance and leave records should be kept in a separate file.*

On page 20 third paragraph. *The Department Head may charge a fee for providing a copy.....*

There is a typo which will be corrected to read '*party*' rather than part.

MOTION: Randy Shumard made motion, seconded by Bob Murrell, to move into Executive session. All in favor, and the motion carried.

After a 5 minute recess, the committee went into Executive session at 11:03 a.m.

The committee came out of Executive session at 11:24 a.m.

MOTION: Shumard made motion, seconded by Murrell, to award a \$200 bonus out of the merit bonus award program to each member of the State's Attorney staff. Roll was called, all in favor and the motion carried.

Public Comments – None

MOTION: Spencer made motion, seconded by Shumard to adjourn. All in favor and the meeting adjourned at 11:25 a.m.

Respectfully submitted,

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

