

Personnel Minutes

April 17, 2018

The Personnel Committee of the Piatt County Board met on Tuesday, April 17, 2018, at 10:00 a.m. in Room 104 of the Courthouse. The meeting was called to order by Chairman Al Manint. Attending were: Manint, Randy Shumard, Robert Murrell, Ray Spencer, and Keri Nusbaum. Also in attendance were Jacqui Jacobs, Tony Kirkman, Darlene Baker, Eric Seibring, Scott Stephenson, Eileen Sierra-Brown and Linda Leach. Not in attendance was committee member Renee Freundt.

MOTION: Spencer made motion, seconded by Murrell to approve the minutes of the December 20, 2017 minutes as written. All in favor, motion carried.

Updates to Personnel Policy

The review began on page 20.

The group discussed the progressive discipline process, and it is recommended that the steps be witnessed.

On page 22, under RESIDENCY REQUIREMENTS, 'Personnel Committee' will be changed to 'Board'.

On page 22, under RETURN OF COUNTY PROPERTY, '*credit cards*' will be added to the list of items to be returned. The statement 'See Appendices for policies regarding sick leave pay accrued' will be added at the end of paragraph.

Under SEPARATION OF EMPLOYMENT *Resignation. Add the statement '*Department Heads shall give 4 weeks' notice in writing.*'

Under *Layoff. '(See page 15)' will be added at the end of the paragraph.

Under SOCIAL MEDIA-ACCEPTABLE USE: In the last line, add the word 'reflect the views of ***Piatt*** County'.

Under SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS.

Change prohibits to '*limits*'. Add '*except as may be permitted or allowed by the acting department heads*'. The section labeled 'Provisions:' will be removed.

Under USE OF COUNTY VEHICLES AND EQUIPMENT (page 24) Added to the sentence – 'Employees are expected to adhere to all applicable (*municipal codes*), state and federal law(s).'

In the second to last sentence of this section s will be added to the work sheriff.

The policy of asking for proof of insurance was discussed. That is currently not done.

Under ADMINISTRATION AND REVIEW OF SALARY AND WAGES

Personnel Committee will be changed to County Board.

In the last sentence of the paragraph, add 'hired *within 90 days before*'.

Add the sentence *Refer to department appendices.*

Under OVERTIME

The words Personnel Committee will be replaced with *County Board*.

The committee will return to the paragraph regarding comp time on page 26.

Baker said according to the Department of Labor, there is no comp time.

Leach will find the information and the committee will return to this at the next meeting.

The committee will return to the subject of reimbursement of physical costs if employment is terminated within 90/120 days.

Under WORK HOURS AND TIMEKEEPING

Change words in the first sentence. 'The work week begins on *Sunday* and ends on the following *Saturday*.....'

The review stopped before the heading of TIME OFF/LEAVES OF ABSENCE.

At 11:03 a.m. MOTION was made by Murrell, seconded by Spencer that the Personnel Committee goes into Executive Session for the purpose of discussing Personnel issues. On voice vote, all were in favor, motion carried. The following were in attendance: Al Manint, Ray Spencer, Bob Murrell, Randy Shumard, Jennifer Harper, Keri Nusbaum.

The committee went into Executive session at 11:12 a.m.

The committee came out of Executive session at 11:49 a.m.

MOTION: Shumard made motion, seconded by Murrell to set the salary as recommended for the Sheriff, Treasurer, and Clerk, with 3% annual increases, and for that action to be set before the full County Board at their next meeting. Roll was called, all in favor, and the motion carried.

Public Comments – None

MOTION: Spencer made motion, seconded by Murrell to adjourn. All in favor and the meeting adjourned at 11:50 a.m.

Respectfully submitted,

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

