

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
MINUTES OF SEPTEMBER 7th, 2011

Committee Chair Tim Shafer called the meeting to order at 5:00 p.m. in the Clavey Room of the Livingston County Courthouse.

Present: Shafer, Arbogast, Allen, Fannin, Heath, McGlasson, Young

Absent:

Also Present: Bill Fairfield, Alina Hartley, Linda Daniels, June Slagel,

Shafer called for any additions or changes to the agenda with there being none requested. *Motion by Fannin, second by Allen to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the August 3rd, 2011 meeting. *Motion by Heath, second by Fannin to approve the minutes of the August 3rd, 2011 meeting as presented. MOTION CARRIED WITH ALL AYES.*

Hiring Procedure – Daniels reviewed with the Committee the hiring procedure previously approved by the full board in January of 2009. Consensus of the Committee was that open positions should be posted internally in all county departments for six days before it is released and advertised in local papers. Further consensus of the Committee was that management positions that are vacant will be reviewed by the department head if applicable, county board chair, committee chair (or his/her designee) and human resources. Daniels will provide an updated draft for the Committee's review at the next regularly scheduled meeting.

Residency Requirement – Daniels stated that most of the union contracts do have some type of requirement. Daniels stated that the contracts use to specify residency within Livingston County, but now stated residency within 40 miles. Discussion took place. Consensus of the Committee was that all non-union job descriptions state that residency in Livingston County is preferred. Further consensus of the Committee is that no county vehicles be allowed outside the county (with the exception of county business).

Motion by Young, second by Arboast to adjourn. MOTION CARRIED WITH ALL AYES. Meeting adjourned at 5:30 p.m..

Alina M. Hartley
Administrative Resource Specialist

LIVINGSTON COUNTY BOARD
PERSONNEL COMMITTEE
Joint Meeting with Finance
MINUTES OF SEPTEMBER 7th, 2011

Committee Chair Tim Shafer called the meeting to order at 5:32 p.m. in the Clavey Room of the Livingston County Courthouse. The meeting was held in joint session with the Livingston County Finance Committee.

Present: Shafer, Arbogast, Allen, Fannin, Heath, McGlasson, Young

Absent:

Also Present: Bill Fairfield, Alina Hartley, Linda Daniels, June Slagel, Kristy Masching

Motion by Fannin, second by Heath to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.

Tax Extensionist – Kristy Masching stated that the current Tax Extensionist has indicated that she will be retiring in June of 2013. Masching stated that this position works with the taxing bodies on their levies. Masching stated that the position is very complex due to the PTELL regulations. Masching stated that she would like to hire someone at the beginning of 2012 so they can go through a complete tax cycle. Masching stated that she can subsidize the position (approx. \$40,000) out of the automation fund. Consensus of the Committee was that quarterly reviews should be conducted to insure the right person is selected. *Motion by Young, second by Fannin to authorize the early hiring of a Tax Extensionist. MOTION CARRIED WITH ALL AYES.*

Motion by Young, second by Allen to adjourn. MOTION CARRIED WITH ALL AYES. Meeting adjourned at 5:49 p.m..

Alina M. Hartley
Administrative Resource Specialist