

Personnel Committee  
Logan County Board Room, Courthouse  
March 18, 2013

Present: Jan Schumacher, Chuck Ruben; Mary Kelley; Bret Aukamp; Nina Huddlestun

Absent: Bob Farmer; Vicki Dugan

Guests: Callie Veronesi

Mrs. Schumacher called the meeting to order at 11:05 am.

A motion was made by Mr. Ruben, seconded by Ms. Huddlestun to approve the minutes from January 14, 2013 as printed. Motion passed.

Old Business:

1. Employee performance reviews: This will be carried forward until next month.
2. Updates to Personnel manual: Mrs. Schumacher provided a sample whistleblower policy to be considered for use in Logan County. Mr. Ruben indicated he does not feel elected officials should be required to consult with the Board when considering termination of any employee. The committee agreed that "in consultation with the County Board" should be stricken from the section regarding termination. References to the Personnel Committee in this section will also be removed. Mrs. Kelley was concerned about the possibility of any potential investigations being the topic of office gossip. Mr. Ruben reminded the committee that this could happen anyway; but, the purpose of this policy would be to encourage individuals to bring concerns forward. The section entitled "Investigation Responsibilities" will also be revised to read "The elected or appointed official, in consultation with the State's Attorney, have the primary responsibility..." The second sentence in that paragraph will also be removed. Decisions regarding prosecution will be made by the State's Attorney and not require consultation with the Board. Under the "Confidentiality" section, modification will be made so it reads "The County Board and all persons involved shall treat all information received confidentially." The first sentence under "Authorization for Investigating Suspected Fraud" will have "The County Board Chairman, in consultation with" stricken. "Reporting Procedures" will be modified to reflect employees who suspect fraudulent activity should contact a supervisor and/or County Board Chairman immediately. "County Board Chairman" will also be stricken from the last paragraph in this section. The second paragraph in "Policy" will be revised to read "Any irregularity that is detected or suspected must be reported immediately to the appropriate supervisor, County Board Chairman or State's Attorney." Mrs. Schumacher will update the draft with the above changes and present it to the State's Attorney for review before approval by the Board. Mrs. Schumacher agreed that all employees should sign off on the new policy once it is approved. Mr. Ruben recommended any other changes be made before asking employees to sign their consent. Other policies under consideration included: drug testing, advertising for job openings, accrued benefits and years of service in the case of re-hire. The committee agreed that drug testing may be required in the case of an accident on the job. Extensive discussion took place about how the testing would take place. Mrs. Schumacher had a discussion regarding job openings during a recent CIRMA meeting that indicated advertising was required. She will ask the State's Attorney to research this as well. Mr. Aukamp pointed out this was already a part of policy. Mr. Aukamp will do further research regarding the accrued benefits policy for discussion next month. Discussion then turned to the seniority issue. The committee agreed that the policy needs to be clarified. The committee agreed all continuous service with the County (those who receive County-paid insurance benefits) would count for years of service, regardless of which department. However, a gap in service would start an employee's years of

service back at zero. The committee will take another month to think through this issue before developing a policy. Mrs. Schumacher will ask Ms. Litterly to obtain language that other counties are using for this issue.

3. New employee training: This was not discussed.
4. Master personnel file: This was not discussed.
5. Part-time status: This was not discussed.

New Business:

None

A motion was made by Ms. Huddlestun, seconded by Mr. Aukamp to adjourn the meeting. Motion passed. Meeting adjourned at 12:18 pm. The next meeting will be April 8, 2013 at 11:00 am.