

Personnel Committee
Logan County Board Room, Courthouse
July 8, 2013

Present: Jan Schumacher; Bob Farmer; Mary Kelley; Nina Huddlestun

Absent: Chuck Ruben; Bret Aukamp; Vicki Dugan

Guests: None

Mrs. Schumacher called the meeting to order at 11:00 am.

A motion was made by Mr. Farmer, seconded by Ms. Huddlestun to approve the minutes from May 6, 2013 as printed. Motion passed.

Old Business:

1. Employee performance reviews: Mrs. Schumacher indicated she would like to place this item on hold since there are more urgent items that need the committee's attention.
2. Updates to Personnel manual: Mrs. Schumacher will follow-up with the State's Attorney to see if any changes are needed to the Fraud/Whistleblower policy approved by this committee. The committee discussed the possibility of replacing sick time and vacation time with PTO time. Mrs. Schumacher will provide an example of the PTO policy from Woodford County to all department heads/elected officials for their input on the possible adoption of a similar policy for Logan County. Written feedback will be requested prior to the next meeting. Mrs. Schumacher also suggested that each department needs to identify whether any "exempt" employees are employed in their department. Issues concerning benefits for elected officials (sick time, vacation time, etc.) will be discussed at the next meeting. Mrs. Schumacher also suggested updating the manual to define what benefits a family would be entitled to in the event an individual currently employed by the County would die.
3. New employee training: This item will be discussed at a future meeting. Ms. Huddlestun will provide a copy of the checklist used at the Health Department to be considered for use within the remainder of Logan County.
4. Employee assistance program: This item will be placed on hold for future discussion.
5. Financial education classes: The committee received information regarding free financial education classes that could be offered to employees. The committee decided not to offer the classes at this time.

New Business:

1. Vacation carry-over: The committee discussed differences between policies for vacation time earned, accumulated, and carried over between the Health Department and the rest of Logan County. This will be addressed when discussing the PTO policy.

A motion was made by Ms. Huddlestun, seconded by Mr. Farmer to adjourn the meeting. Motion passed. Meeting adjourned at 11:51 am. The next meeting will be September 9, 2013 at 11:00 am.