

Personnel Committee
Meeting Minutes
January 21, 2010

The meeting was called to order at 4:04 PM

Members Present: Ann Gill, Dick Joyce, Frank Halpin, John Galloway, Greg Redford, Mike Lutz

Also Present: Dan Duffy, Sandy Lucas, Denise Kasper, KayLynn Shoemaker, Mike Boyle

A motion to approve the minutes from the December 10, 2009 meeting was made by Joyce, seconded by Halpin. Motion carried.

Mike Boyle, Environmental Health Director, attended the meeting to introduce himself to the committee. Boyle brings twenty years experience to the county.

Denise Kasper updated the committee on the amendment to county personnel manual 3.17(Computer and Electronic Mail Usage). The amendment added the recent change to the Freedom of Information Act in regards to electronic communications. A motion was made by Joyce, seconded by Halpin to recommend to the County Board the approval of the amended personnel manual section 3.17. Motion carried.

The committee discussed the recommendation from the Education Committee for the hiring of Dr. Chris Shirkey for the Animal Control Administrator position. A motion was made by Joyce, seconded by Halpin to recommend to the County Board the hiring of Dr. Shirkey for the Animal Control Administrator position. Motion carried.

Kasper updated the committee on the Safety Committee and the next scheduled meeting is February 18, 2010 at 2:30 PM.

Kay Lynn Shoemaker, Health Administrator, requested an applicant that resides outside of Grundy County to fill the vacant position for communicable disease nurse. Kasper stated that the approval and recommendation must come from the Personnel Committee when hiring an employee residing out of the county. The request was not on the agenda, therefore cannot be voted on and will be revisited at the Special Personnel meeting scheduled for February 9, 2010 at 5:00 PM.

Under New Business, Duffy discussed the county employee re-evaluation process. Kasper is working on updating the forms used and plans to begin reminders to department heads for May employee evaluations. Kasper also stated that she will be starting to update the Department Head Manual to include electronic access and links to informational sites.

A motion to adjourn was made by J Galloway, seconded by Redford. Motion carried.