Personnel Committee

Meeting Minutes

January 10, 2008

The meeting was called to order at 4:30 P.M.

Members Present: Ann Gill, Millie Dyer, Dick Joyce, Mike Lutz and John Galloway

Also Present: Frank Halpin, Dan Duffy, Sandy Lucas, Amanda Andreano and Kathy Smith

A motion was made by Dick Joyce and seconded by Millie Dyer to approve the November 15, 2007 minutes. The motion carried.

Kathy Smith, Health Department Administrator, updated the committee:

- **Two job postings-Volunteer Coordinator & Mental Health Therapist
- **Grant Applications-Women's Health Initiative, Women Out Walking, Vector Surveillance Grant & Dental Grant
- **Discussed the Smoke Free Illinois Act-JCAR is to review the rules on 1-9-08. The Health Department has had six complaints since January 1, 2008. No smoking signs can be printed from the website.

A motion was made by Mike Lutz and seconded by Millie Dyer to enter into Executive Session. The motion carried.

A motion was made by John Galloway and seconded by Mike Lutz to return to Open Session. The motion carried.

A motion was made by John Galloway and seconded by Millie Dyer to approve the recommendation made in Executive Session. The motion carried.

Millie Dyer requested from Amanda Andreano, a listing of the recently hired County employees to be compiled semi-annually for the Personnel Committee.

The committee decided to combine the Safety Manual and Personnel Manual for distribution in one binder. Discussion was held in regards to computer access to

these documents. The Department Head Manual is currently being reviewed and updated.

The committee talked about how well received the Board's decision to reward the employees with the bonus day on December 24, 2007. Frank Halpin, along with the County Administrator, have received several letters of gratitude and uncountable "thank yous".

A motion was made by Dick Joyce and seconded by Millie Dyer to adjourn. The motion carried.

