Personnel and Salary Committee
Tentative Minutes
January 14, 2020

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present: Boes, Corbitt, Heuer, McKinney and Smith. Others: Finfrock, Typer, Director of Court Services Cindy Bergstrom and Circuit Clerk Kim Stahl. Absent: McLester.

2. Approval of Minutes – December 10, 2019 - Motion by McKinney to approve the minutes as presented, 2nd by Corbitt. Motion carried.

3. New Business
   • New Hire Chemical Screening: Discussion was held. Sheriff VanVickle will provide a copy of their policy and State’s Attorney Morrow will review it.

4. Old Business
   • Employee Status Change – Zoning: None
   • Performance Review Format for Appointed Department Head: Discussion was held, possible action next month.
   • Addendum to Personnel Manual: Discussion was held. Heuer will contact Courtney Warren about the manual changes.
   • Annual Sexual Harassment Compliance: Kenney stated the all County Employees including Elected Officials will need to participate in an annual training.

5. Closed Session: None

6. Public Comment: None

7. Adjournment: With no further business, Chairman Kenney adjourned the meeting. Time: 8:50 a.m.

As Dictated by Chairman Kenney