



PERSONNEL COMMITTEE MEETING MINUTES

October 19, 2017

3:30 p.m.

Call to Order

-Meeting called to order at 3:36 p.m. by Geoff Bant.

Roll Call

Members present: Geoff Bant, Gary Jones, Mary Smith

Members absent: Gary Denué, John Phillips

Others present: Rhonda Johnisee, Leslie Bednar

Approval of Minutes from April 6, 2017 Meeting

-Mary Smith motioned to approve minutes from April 6, 2017 meeting, Gary Jones seconded. Motion carried.

Public Comment

-None

New Business

IT Specialist

-Leslie Bednar presented updated IT Specialist position description, including changes from original duties and responsibilities and plans for hiring and placement.

Membership Coordinator

-Rhonda Johnisee and Ms. Bednar presented new Membership Coordinator position description. They shared decisions for posting and placement, as well as history of the position in the IHLS budget.

Set Committee Meeting Day/Time

-Committee members determined to stay with the first Thursday of each month at 3:30 p.m. for their standing meetings.

Public Comment

-None

Announcements

-None

Adjournment

– Motion by Mary Smith to adjourn, second by Gary Jones. Meeting adjourned at 4:21 p.m