

Personnel Board Meeting Minutes January 24, 2017

I. <u>Call to Order & Attendance</u>

Ms. Geyer called the meeting to order at 11:34 am. The following individuals were in attendance:

A. Board Members Leslie Geyer, Chair Christeanne Goodey, Member Cathe McClard, Member (via teleconference) Bill Cooper, Member

B. Others

Denise Cassel, Human Resources Manager/Staff Liaison Kathy Casados, HR-SOS/Administrative Support Rosabella Romero, HR-SOS/Administrative Support Valerie Aghaei Park, HR-Compensation Analyst

C. Public

None

II. Chair's Report

Ms. Geyer announced that the 2017 Board and Commission presentations to the Council schedule is out and the Personnel Board is scheduled for October 17th.

No action was taken on this item.

III. <u>HR Manager's Report</u>

Ms. Cassel distributed the HR Manager's report and commented on some highlights. A copy of the report is attached to the minutes for the record.

No action was taken on this item.

IV. Public Comment

There was no public comment.

No action was taken on this item.

V. <u>Approval of Minutes – December 6, 2016</u>

Ms. Geyer called for comments or corrections to the minutes; there were none.

Ms. Goodey made a motion to accept the minutes as presented. *Ms.* McClard seconded. The vote was unanimous; the motion passed.

VI. Discussion and/or Possible Action Items

A. PRISM Update

Ms. Park presented a PRISM Phase Two HR/Payroll timeline showing development, testing, and training by month of the Munis software. The software is designed to be user friendly and more intuitive than the current system being utilized by the County. The board was also given a 2017 LAC HR/Payroll/Prism Calendar and Ms. Park explained in detail the training process and how it is being conducted by Tyler. Copies of both handouts are attached to the minutes for the record. Ms. Park also showed a preview of what the new HR and Payroll screens will look like and gave a quick demonstration. Ms. Cassel spoke of the paperless initiative that might result from the implementation of the new software. She asked the board for any ideas or suggestions with regards to the implementation

and the idea of paperless. Discussion was held. Ms. Geyer cautioned about the use of Electronic signatures and Digital Signatures. She stated that there is a difference between the two and recommended Ms. Cassel consult with the attorney on what would be required and sufficient to use at the county level.

No action was taken on this item.

VII. Informational Items

A. Next Meeting: February 28, 2017

B. Ethics/Code of Conduct Training

Training will be held at the February regular meeting.

C. B&C Luncheon

The next luncheon is scheduled for March 16th from 11:30 to 1:00 pm in Council Chambers. Ms. Cassel asked board members to notify Ms. Romero of their intended attendance in order to announce notice of a quorum, if necessary.

D. Terms Expiring March 31, 2017

- 1) Christeanne Goodey
- 2) Cathe McClard

Ms. Cassel announced that interested applicants may obtain information and the application form from the LAC public website. If applications are received, they may be presented to Council for approval at the March council meeting.

E. Fuller Lodge Celebration January 31st at 2 p.m.

Event to celebrate the end of the renovations/remodeling projects of Fuller Lodge. Ms. Cassel asked board members to notify Ms. Romero of their intended attendance in order to announce notice of quorum, if necessary.

VIII. <u>Adjournment</u>

Ms. Geyer adjourned the meeting at 12:30 pm.

Approved:

Leslie Geyer, Chair

Date