

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF SEPTEMBER 3, 2014

Committee Chair Tim Shafer called the meeting to order at 6:02 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Shafer, Bullard, Cohlman, Mays, Runyon, Vietti

Absent: Campbell

Also Present: Marty Fannin, Alina Hartley, June Slagel, Barb Sear, Carolyn Gerwin, Randy Morgan, Bill Bertram, Tom Blakeman, Sheriff Lindsey, Sup. Cox, Chief Childress, Mike Shaughnessy, MaLinda Hillman

Chairman Shafer requested the agenda be amended to remove ETSB Capital Request and add, Fleet Management Proposal. Shafer then called for any additional changes to the agenda with none being requested. *Motion by Runyon, second by Vietti to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the August 6th, 2014 meeting. *Motion by Vietti, second Cohlman to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

Thomas-Reuters Contract – Collector Book Scanning Project – Barb Sear was present to request approval of a contract with Thomas-Reuters for the scanning of the collector books. Sear presented two documents for the Committee’s review. The Master Agreement is the contract itself. The Statement of Work details the work to be done. Sear stated that contract amount is just an estimate, but the final amount will be based on the actual number of pages scanned. Sear stated that she hopes to have the project started by the end of October. *Motion by Cohlman, second by Bullard to recommend approval of Thomas-Reuters Contract for the collector book scanning project.* **MOTION CARRIED WITH ALL AYES.**

Livingston County Community Healthcare Program – MaLinda Hillman was present to review the program statistics and income guidelines for the Livingston County Community Healthcare Program. *Motion by Vietti, second by Cohlman to recommend the full board approve the continuation of the Livingston County Community Healthcare Program.* **MOTION CARRIED WITH ALL AYES.**

Public Defender – Extension of Bertram Agreement – Randy Morgan was present to request approval of a one year contract extension with Bertram with the same terms. Morgan stated that it’s always good practice to have a written agreement in place. *Motion by Bullard, second by Vietti to recommend approval of an extension agreement with William Bertram.* **MOTION CARRIED WITH ALL AYES.**

FY 2015 Budget – Slagel stated that she would suggest a special meeting be scheduled to review the budget in detail. Slagel stated that based on the expense projections, it appears the general fund will have a minimum balance at the end of the year with a \$2.5 million transfer (not the \$2.3 million that was originally discussed). Slagel stated that there are a lot of major projects being requested. The Committee will have a special meeting on September 24th at 5:00 p.m., to review the budget in detail.

Non-Union Wage Rate Increases - Slagel stated that she will need to know what number to use for non-union wage increases. Slagel stated that an increase of 2.5% would represent \$92,500 for all non-union personnel in the general fund only. Slagel noted that this includes the classification change for the Facilities Services Manager. Slagel stated that Public Health have already included 2.5%. Discussion took place. *Motion by Vietti, second by Bullard to budget 2.5%. MOTION CARRIED ON VOICE VOTE.*

Finance Report – Slagel stated that the monthly report was distributed via email. Slagel stated that there are several funds that will be over, but most have enough to cover the shortage within their budget. Slagel stated that there will need to be a transfer for the jail salaries and a transfer has already been approved for electricity expenses at the Law & Justice Center. Slagel stated that if the electricity expenses reach \$45,000 as approved there may not be enough funds in contingency, but she is hoping they will come in closer to \$30,000.

The Committee reviewed some of the capital requests for 2015. The Committee will continue to discuss this matter at the special meeting on September 24th and ask that any department heads submitting capital requests be present to answer any questions that may come up. Slagel will compile a comprehensive list of all the requests for the Committees review.

Fleet Management Proposal – Sheriff Lindsey was present to review his Fleet Management Proposal with the Committee. Sheriff Lindsey noted that the fleet is aging significantly and the replacements do not keep up with the needs. Lindsey stated that the repair budget has become a significant expense. Lindsey suggested that income from inmate housing could be used to establish a fleet fund. Lindsey stated that he would anticipate that the condition of the fleet could be stabilized if the funds were used appropriately.

Approval of Bills – The Committee reviewed the bills submitted. *Motion by Vietti, second by Bullard to approve the bills. MOTION CARRIED WITH ALL AYES.*

Motion by Vietti, second by Bullard to adjourn. MOTION CARRIED WITH ALL AYES. Meeting adjourned at 7:20 p.m.

Alina Hartley
Administrative Resource Specialist