

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF SEPTEMBER 9, 2015

Committee Chair Tim Shafer called the meeting to order at 6:07 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Shafer, Heath, Bunting, Cohlman, Gerwin, Ingles, Mays

Absent:

Also Present: Chairman Marty Fannin, County Board Member John Yoder, Alina Hartley (Administrative Resource Specialist), John Clemmer (Finance Resource Specialist), Chief Deputy Dutko, Jail Sup. Cox, Lt. Glowacki, Treasurer Barb Sear, County Clerk Kristy Masching, Chad Carnahan (Facilities Services Supervisor), Ron Baker (Probation Director), States Attorney Seth Uphoff, Linda Daniels (Human Resource Specialist), Chris Myer (Mental Health Director), Circuit Clerk Judy Cremer, Chief Deputy LeAnn Dixon

Shafer called for any additions or corrections to the agenda with none being requested. *Motion by Mays, second by Heath to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the August 5, 2015 meetings. *Motion by Cohlman, second by Gerwin to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

Resolution: Delinquent Mobile Home Taxes – Barb Sear was present to request approval of a resolution allowing for the redemption of a mobile home in order to keep the property off of the sealed bid auction. Sear stated that all of the funds owed are received in this case. *Motion by Cohlman, second by Ingles to recommend approval of a resolution authorizing the redemption of taxes for a mobile home. MOTION CARRIED WITH ALL AYES.*

Circuit Clerk – Semi-Annual Report– Judy Cremer and LeAnn Dixon were present to review the Circuit Clerk’s semi-annual report. *Motion by Ingles, second by Mays to approve the Circuit Clerk’s semi-annual report. MOTION CARRIED WITH ALL AYES.*

IMRF: Travel Expense Allowances & Benefit Time Payouts – Masching reported that an IMRF audit was recently completed which resulted in two findings. Masching stated that the first finding was that some of the boxes on the w2’s were not checked indicating retirement plan. Masching stated that the second finding was in regards to the former highway engineer who received a travel allowance that was reported as income subject to IMRF withholdings. Sear stated that this practice was done going back to 1992. Masching stated that this issue is that there is a resolution that IMRF requires in order to

do this. Discussion took place regarding the appropriateness of this time of arrangement. *Motion by Heath, second by Ingles to approve a resolution for IMRF allowing travel allowances as a taxable allowance subject to IMRF earnings retroactive to the period in question. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: Shafer, Heath, Cohlman, Ingles Nays: Mays Abstain: Gerwin
Motion by Ingles, second by Heath to repeal the IMRF resolution going forward. MOTION CARRIED WITH ALL AYES.

Notice of Retirement: Supervisor of Assessments – Hartley reported that notice had been received from Supervisor of Assessments Duane Kiesewetter of his retirement effective December 22, 2015. Hartley reported that Kiesewetter had previously notified of his intent to retire at the end of this year, but just recently provided his official notice of retirement outlining his final day of employment.

Supervisor of Assessments Vacancy – Hartley reported that the Administrative Code requires that the Supervisor of Assessments complete a state-wide examination. Hartley stated that the Chairman requested a copy of the state-wide list of qualified individuals from the Illinois Department of Revenue with the intent to notify all qualified candidates within Livingston County (or expressing interest in Livingston County), of the upcoming vacancy. Hartley stated that the list was received and there was only one individual meeting that criteria, that individual being the current Chief Deputy for the Assessor's Office. Hartley stated that Shelly Renken was interviewed by Chairman Fannin, Human Resource Specialist Linda Daniels, County Clerk Kristy Masching and herself. Hartley stated that the interview went very well and the interview team is recommending Mrs. Renken be appointed to fill the vacancy. Hartley stated that the reason the appointment is being brought to the Committee so soon is because should Renken be the individual appointed, they would like to begin training her replacement prior to December when the office is very busy. Discussion took place. *Motion by Mays, second by Ingles to recommend the appointment of Shelly Renken as Supervisor of Assessments effective December 22, 2015. MOTION CARRIED WITH ALL AYES.*

708 & 377 Mental Health FY 2016 Budget Requests – Chris Myer presented the 708 & 377 Mental Health budget and levy requests. The amended budgets presented met the target given by the Committee.

Finance Report – Clemmer reported that year to date expenditures are on target at 68%. Clemmer stated that the County Board and Zoning Board budgets appear slightly off due to the reimbursement for the windfarm hearings. Treasurer Sear reported that the County has been receiving reimbursements from the State including reimbursements for sheriff's department training and coroner autopsies which are now up to date.

FY 2016 Capital Requests, Budget & Levies –

Clemmer reported that Public Health will be approving the recommended budget on Monday of next week and the ETSB will be approving their budget on Wednesday of next week. The Committee reviewed the current requests and the balance sheet indicating a short fall of \$145,158. Consensus of the Committee was that departments

must meet the allocations given. The Committee discussed Judge Bauknecht's letter dated August 28, 2015 and the proposed draft response. The Committee discussed some minor amendments to the draft. *Motion by Ingles, second by Heath to approve the release of the response pending review by the Chairman.* **MOTION CARRIED WITH ALL AYES.**

The Committee then discussed the shortfall within the jail budget. Cox discussed issues with the federal transports and overtime issues. Consensus of the Committee was that allocations would still need to be met and that exceptions would not be given. The Committee requested Chairman Fannin draft a letter to the Sheriff for their review. The Committee will review the draft letter at a recessed meeting to be held prior to the board meeting.

Approval of Bills – The Committee reviewed the bills submitted. *Motion by Heath, second by Ingles to approve the bills.* **MOTION CARRIED ON VOICE VOTE.**

Motion by Gerwin, second by Mays to recess. **MOTION CARRIED WITH ALL AYES.** Meeting recessed at 7:57 p.m.

Alina Hartley
Administrative Resource Specialist