

LIVINGSTON COUNTY BOARD  
SHERIFF, JAIL & LICENSE COMMITTEE  
MINUTES OF MARCH 8, 2016

Committee Vice-Chair Bill Peterson called the meeting to order at 5:00 p.m. in the Committee Room within the Livingston County Historic Courthouse.

Present: Peterson, Allen, Heath, Kestner, Mays, Weller

Absent: Yoder

Also Present: Chairman Marty Fannin, County Board Members Kathy Arbogast, Justin Goembel, Mark Runyon, Carolyn Gerwin, Bob Young, Daryl Holt, Jason Bunting and Mike Ingles. Alina Hartley (Administrative Resource Specialist), John Clemmer (Finance Resource Specialist), Ron Baker (Probation Director), States Attorney Uphoff, Superintendent Cox

Peterson called for any additional changes to the agenda with none being requested. *Motion by Heath, second by Allen to approve the agenda. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed minutes of the February 2, 2016 meeting. *Motion by Weller, second by Kestner to approve the minutes of the February 2, 2016 meeting as presented. MOTION CARRIED WITH ALL AYES.*

**Notice of Retirement: Probation Office** – Probation Director Ron Baker was present to report that Administrative Assistant, Karen Hicks has decided to retire after 37 years of service to the County. Baker reported that the retirement will be effective April 15, 2016. Baker stated that he has hired an internal candidate to fill the vacancy, and has now posted the remaining position. Baker stated that he does have enough funds within the budget to cover the retirement payout.

**Mobile Home License Application** – The Committee reviewed an application for mobile home park license submitted by MHP RV Horizons, Inc. who has purchased the Carriage Lane Mobile Home Park located in Streator. *Motion by Kestner, second by Weller to approve a mobile home park license for MHP RV Horizons, Inc. MOTION CARRIED WITH ALL AYES.*

**Facility Services Department Restructure** – The Committee reviewed a cover letter submitted by Chairman Fannin, as well as, an outline for a Memorandum of Understanding that is being proposed. Ingles reported that the Property Committee met and had a lot of questions and concerns in regards to the agreement. Ingles stated that a motion did pass through Property to forward the agreement to the full board without recommendation, further the committee recommended that bullet point five be stricken from the document. Cox stated that he did have conversation with the Sheriff and he is not willing to remove that bullet point. Cox stated that the concern is with moving staff too frequently. Cox stated that the concern is with permanent reassignments, and not day to day movements that are done for a specific purpose. Cox stated that when employees are assigned to a regular building it is much easier to hold them accountable for their work. Cox stated that they fully support cross training, but that timing is an

issue and it needs to be planned out and done at the appropriate time. Mays questioned if this agreement would stop employees from circumventing Chad when they have issues. Cox responded that it would, and it already has, as employees are now realizing that the Sheriff and the County are working towards an agreement that will leave the entire department reporting directly to Chad. Cox further stated that Chris Walters has volunteered to lead a meeting with staff members presenting a unified front once implemented. Fannin stated that the intent would be to work through any issues that arise even after the agreement is in place. Further discussion took place. *Motion by Weller, second by Mays to forward the memorandum of understanding as presented to the full board recommending approval.* **MOTION CARRIED WITH ALL AYES.**

**Monthly Department Report** – No report given.

**County Report** – No report given.

**Pro-Active Report** – No report given.

**Animal Control** – No report given.

#### **Sheriff's Annual Report**

**Sheriff's Semi-Annual Report** – The Committee reviewed the Annual Report and Semi-Annual Report presented by the Sheriff's Department. Concern was raised that the Sheriff wasn't present to review the report with the Committee or to answer any questions that may arise. *Motion by Kestner, second by Heath to accept the Sheriff's Annual and Semi-Annual Reports.* **MOTION CARRIED WITH ALL AYES.**

**Raffle License Application** – The Committee reviewed applications for raffle licenses submitted by Emington Community Association, Knights of Columbus, and the Indian Creek Golf & Country Club. *Motion by Kestner, second by Allen to approve Class B raffle licenses for the Emington Community Association, Knights of Columbus and the Indian Creek Golf & Country Club.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the bills presented. *Motion by Weller, second by Kestner to approve the bills.* **MOTION CARRIED ON VOICE VOTE.**

*Motion by Mays, second by Kestner to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
The meeting adjourn at 5:45 p.m..

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Alina Hartley  
Administrative Resource Specialist