

LIVINGSTON COUNTY BOARD  
FINANCE COMMITTEE  
MINUTES OF OCTOBER 5, 2016

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, Heath, Cohlman, Gerwin, Ingles, Mays

Absent: Bunting

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), John Clemmer (Finance Resource Specialist), Sup. Cox, Coroner Danny Watson, County Clerk Kristy Masching, Facilities Services Manager Chad Carnahan, Facility Services Manager Brad Gillette, Jon Sear (Network & Computer Systems Administrator), Treasurer Barb Sear, MaLinda Hillman (Public Health Administrator), Chief Earl Dutko, Chief Deputy Circuit Clerk Leann Dixon

Shafer called for any additions or changes to the agenda. Sear noted that the agenda item listed as Cancellation of Tax Certificates, is actually sale of real estate for back taxes. *Motion by Cohlman, second by Heath to approve the agenda as amended. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the September 7, 2016 meeting. The Committee reviewed a letter from Judge Bauknecht dated October 3, 2016, whereby Judge Bauknecht questioned the content of the minutes from September 7, 2016. Discussion took place. It was felt that the content of the minutes was appropriate, however, the Committee was willing to make note of the letter. *Motion by Cohlman, second by Heath to approve the minutes noting the commentary.* Gerwin questioned whether the minutes would be approved without looking at the amendment. Gerwin then motioned to table the item, which was not seconded. Cohlman and Heath agreed to withdraw their motion and second.

Later in the meeting Hartley offered the following notation to be included in the September 7, 2016 meeting minutes.

*[In a letter dated October 3, 2016 Judge Bauknecht clarified her intention during the September 7, 2016 meeting. Bauknecht stated in her letter that when the county started reviewing the budget line by line, reducing certain line items, they took away the ability of departments to work between line items.][The Committee noted the request, although they disagreed with the statement.]*

*Motion by Cohlman, second by Heath to approve the minutes of the September 7, 2016 meeting as amended. MOTION CARRIED WITH ALL AYES.*

**Community Healthcare Program** – MaLinda Hillman was present to request authorization to continue the Community Healthcare Program in FY 2017. Hillman stated that the program began in 2009. Hillman presented a synopsis of the program. Hillman stated that 59% of the participants of the program have an annual income of less than \$20,000. Hillman stated that the budget request for FY 2017 is \$243,000. Discussion took place about the possible phasing out of the program in the coming years. *Motion by Cohlman, second by Heath to recommend approval of the Community Healthcare Program.* **MOTION CARRIED ON VOICE VOTE.**

**Resolution Authorizing Cancellation of Tax Certificates** – Sear reported that the sealed bid auction was held on September 9, 2016. Sear stated that there were eight parcels sold during that process, four of which are ready to be processed. Sear stated that presented for approval tonight are three parcels of real estate and one mobile home property. *Motion by Cohlman, second by Ingles to recommend approval of the resolutions authorizing the sale of property for back taxes.* **MOTION CARRIED WITH ALL AYES.**

**Animal Control Vehicle Purchase** – Dutko reported that he had met with John Clemmer and Alina Hartley earlier in the day to review the proposed payment of invoices relating to the purchase of the new animal control vehicle. Dutko stated that the issue has been resolved and there is no request for funding being made.

**Travel Policy** – John reviewed the proposed Travel Policy with the Committee. The Personnel Committee previously reviewed the policy and changes are being recommended to the maximum allowable expenses. An updated copy of the Travel Policy will be emailed to the Committee.

**FY 2017 Budget & Levies** – Clemmer and Hartley provided a status update on the FY 2017 budget. Clemmer reported that there were minor changes to the revenues and some clerical updates to the expenses since the draft budget was emailed to Committee members. Clemmer also reported that all vehicle expenses for transferred to the vehicle fund. Hartley reviewed the updated summary with the Committee. Hartley stated that the capital items discussed at last month's meeting totaled \$353,260.00. Hartley stated that there were \$272,500 worth of expenditures that were transferred from the Enterprise Zone fund to the Pontiac Host Fund. Hartley stated that after a transfer of \$1,370,019 to balance the general fund, the total expenses came in under the \$2 million cap, excluding the \$1,960,000 being budgeted for the early retirement incentive. Hartley then reviewed the updated levies with the Committee. *Motion by Cohlman, second by Heath to forward the budget to the full board to be placed on display.* **MOTION CARRIED ON VOICE VOTE.**

**Finance Report** – Clemmer reported that expenses appear to be inline.

**Approval of Bills** – The Committee reviewed the bills presented. *Motion by Cohlman, second by Heath to approve the bills as presented.* **MOTION CARRIED WITH ALL AYES ON VOICE VOTE.**

**Executive Session** – *Motion by Ingles, second by Heath to go into Executive Session pursuant to 5 ILCS 120/2 (c)(1) Personnel Matters.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay

Executive Session began at 7:06 p.m.

Regular Session resumed at 7:43 p.m..

**Action Resulting from Executive Session** – *Motion by Ingles, second by Heath to approve the salary increases for the Supervisor of Assessments and the Human Resources Specialist as presented.* **MOTION CARRIED ON VOICE VOTE.**

*Motion by Mays, second by Ingles to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:47 p.m.

---

Alina Hartley  
Administrative Resource Specialist