

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF NOVEMBER 9, 2016

In the absence of the chair and vice-chair, County Board Chairman Marty Fannin called the meeting to order at 6:00 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Cohlman, Gerwin, Ingles, Mays

Absent: Shafer, Heath, Bunting

Also Present: Chairman Marty Fannin, Alina Hartley (Executive Director Specialist), John Clemmer (Finance Director), Jon Sear (Network & Computer Systems Administrator), Treasurer Barb Sear, Circuit Clerk Judy Cremer, Circuit Clerk Elect Leann Dixon, County Board Member Kathy Arbogast, County Board Member Elect John Slagel

Shafer called for any additions or changes to the agenda. *Motion by Ingles, second by Mays to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the October 5, 2016 meeting. Gerwin reviewed some additions to the minutes. Hartley requested that the approval of the minutes be postponed in order to allow time for her to review Gerwin's requests.

Fees for Court Automation & Document Storage– Judy Cremer was present to discuss an increase in both the Court Automation and Document Storage Fees. Cremer stated that the legislature allows a fee of \$25.00 each, however, she is recommending that the Court Automation Fee be increased from \$5 to \$20, and the Document Storage Fee be increased from \$3 to \$15.

Sale of Real Estate to Satisfy Delinquent Taxes– Sear presented six resolutions for the sale of real estate for back taxes. *Motion by Ingles, second by Cohlman to recommend approval of the resolutions authorizing the sale of property for back taxes.* **MOTION CARRIED WITH ALL AYES.**

Travel Policy – The Committee reviewed the amended Travel Policy. *Motion by Cohlman, second by Mays to recommend the full board adopt the travel policy.* **MOTION CARRIED WITH ALL AYES**

FY 2017 Capital Requests, Budget & Levies – Clemmer reported that there was only one change that has been made to the draft budget within the State's Attorney's budget. Clemmer stated that for the Victim Coordinator position, the State would like to see the victim coordinator duties separated into a line item of its own. Clemmer stated that the bottom line budget did not change for the department, but the victim coordinator salary was split into two line items. Gerwin reported that she had received a letter in support of

fully funding the judiciary budget request. *Motion by Ingles, second by Cohlman to recommend approval of the FY 2017 Budget and Levies.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Cohlman, Ingles, Mays. Nays: Gerwin.

Finance Report – Clemmer reviewed the anticipated year end transfers with the Committee. The amount of transfers needed totals \$197,100. Clemmer reported that there is only \$150,000 in contingency, so he had reached out to the auditors to see how to handle the issue. Clemmer reported that he should hear back within the next day or two. The resolution for year end transfers will be submitted to the full board for approval.

Approval of Bills – The Committee reviewed the bills presented. Gerwin requested extra payments to Bill Bertram. It was explained that the extra payments would be for work ordered on by the courts that would fall outside of his contract. Fannin will contact Judge Bauknecht and Randy Morgan to pose the question. *Motion by Ingles, second by Cohlman to approve the bills as presented.* **MOTION CARRIED WITH ALL AYES ON VOICE VOTE.**

Executive Session – *Motion by Cohlman, second by Gerwin to go into Executive Session pursuant to 5 ILCS 120/2 (c)(21) Semi-Annual Review of Executive Session Minutes.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay

Executive Session began at 6:40 p.m.

Regular Session resumed at 6:46 p.m..

Action Resulting from Executive Session – *Motion by Mays, second by Cohlman to open the executive session minutes of April 6, 2016 and October 5, 2016 and leave all remaining minutes closed, and further authorize the destruction of all verbatim records dated eighteen months and older previously approved for content.* **MOTION CARRIED ON VOICE VOTE.**

Motion by Mays, second by Gerwin to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 6:46 p.m.

Alina Hartley
Administrative Resource Specialist