

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF DECEMBER 9, 2016

In the absence of the chair and vice-chair, County Board Chairman Marty Fannin called the meeting to order at 5:03 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Shafer, Bunting, Cohlman, Gerwin, Ingles, Slagel

Absent: Heath

Also Present: Chairman Bob Young, Alina Hartley (Executive Director), John Clemmer (Finance Director), Circuit Clerk Leann Dixon, County Board Members Steve Lovell and James Carley

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

The Committee reviewed the minutes of the November 9, 2016 meeting. Gerwin requested an amendment to the minutes reflecting a motion and a second that was carried on the Court Automation & Document Storage Fees. Gerwin also requested that on the second paragraph of the second page, the work “quested” be changed to “questioned”. *Motion by Gerwin, second by Ingles to approve the minutes as amended. MOTION CARRIED WITH ALL AYES.*

Circuit Clerk – Deputy Clerk Position – Leann Dixon was present to request authorization to hire a Deputy Clerk position. Dixon stated that the reduction was made as part of the FY 2017 budget. Dixon reported that she currently has one employee on medical leave, and over half of her office qualifies for the upcoming early retirement incentive package. Dixon stated that she wasn’t in a position at this time to reduce staffing within her office. A lengthy discussion took place regarding the need to reduce staffing within the office through attrition. *Motion by Ingles, second by Bunting to approve the request with the understanding and contingent upon the understanding that the next vacancy within the office will not be replaced or filled. MOTION CARRIED ON VOICE VOTE.*

Appellate Prosecutor Agreement– The Committee reviewed the annual agreement with the Appellate Prosecutors office. *Motion by Gerwin, second by Cohlman to recommend approval of the Appellate Prosecutor Agreement. MOTION CARRIED WITH ALL AYES.*

Finance Report– Clemmer distributed the monthly financial report from the Treasurer’s office. Clemmer reported that everything appeared to be routine.

Clemmer reported that the auditors have been on site and have approximately 80% of their field work completed. Shafer questioned whether the auditors would be open to doing a six month check-up to ensure that findings are being addressed satisfactorily. Clemmer stated that he will reach out to the auditors to pose the question.

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

Motion by Cohlman, second by Gerwin to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:50 p.m.

Alina Hartley
Administrative Resource Specialist