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**MINUTES OF LIVINGSTON COUNTY ETS BOARD
SPECIAL MEETING OF JANUARY 18, 2017**

Chairman Woolford called the meeting to order at 9:30 a.m.

Roll call showed the following present, Jim Woolford, Al Metzke, Bob Meiner, William Flott, Robert Turner, Mark Travis, and Scot Wrighton (arrived at 9:36 a.m.). Absent were Mike Ingles, Paul Johnson and Tony Childress. Also present were Robert Young, Livingston County Board Chairman; Alina Hartley, Livingston County Administrative Specialist; John Clemmer, Livingston County Financial Specialist; Candi Bradshaw and Randy Wittenberg.

Woolford led the Pledge of Allegiance.

Woolford stated the board minutes for December 14th and 20th have been out for a couple of weeks and would entertain a motion for approval. A motion was made to approve the board minutes for December 14th and 20th by Turner with a second by Flott. A voice vote was unanimous with all eyes.

Woolford stated the financial reports for December have also been out and discussed at the last informational meeting. He said he would entertain a motion to approve them. A motion to approve the December financial reports was made by Meiner with a second by Metzke. A roll call vote was unanimous. Motion carried.

OLD BUSINESS:

Scheduling Software – Wittenberg stated as discussed in the last meeting he presented the scheduling software. He discussed the reasons for needing this software and how it would be a cost saving along with a time saver. He reported the cost was \$4,017.60 annually. A discussion was had on the software with board asking many questions. He stated it was an expandable system. Woolford asked if the budget supports the purchase and Wittenberg stated it did support it. He stated they do come on site and give training at no extra charge. Wittenberg stated that they do not have to sign on for a

number of years. He stated if they do not like it they can cancel it for next year. A motion to approve the scheduling software for \$4,017.60 was made by Turner with a second by Meiner. A roll call vote was unanimous. Motion carried.

Flott started a discussion about how many full and part time employees the budget contains. A long discussion was held on the number of hours part time employees could legally work before insurance and IMRF came into play. Wittenberg stated he still has to look into the IMRF hours before he can make a decision as to how many part time employees he will need. A discussion was held on how the training time is longer for a part time employee versus a full time employee due to the number of hours they work.

Closing comments from the public – None.

There was no need for an executive session.

Closing comments from Chairman or board members – None.

There being no further business a motion to adjourn was made by Flott with a second by Wrighton. Voice vote was unanimous. Meeting adjourned at 9:55 a.m.

Respectfully submitted by Candi Bradshaw *Candi Bradshaw*