

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF MARCH 8, 2017

Committee Chair Tim Shafer called the meeting to order at 6:00 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

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

Absent:

Also Present: Chairman Bob Young, Alina Hartley (Executive Director), John Clemmer (Finance Director), Chief Dutko, Captain Glowacki, Superintendent Bill Cox, Circuit Clerk Leann Dixon, Treasurer Barb Sear, County Clerk Kristy Masching, States Attorney Randy Yedinak, County Board Members Marty Fannin and Bill Mays

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

The Committee reviewed the minutes of the February 8, 2017 meeting. *Motion by Gerwin, second by Slagel to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

Request for Replacement of Judicial Secretary – Hartley reported that the Judiciary currently has one vacant secretary position which was slated for attrition. Hartley stated that Judge Bauknecht contends that she still needs someone in that position full time, but is willing to make some concessions. Hartley stated that Bauknecht is willing to reduce a part time position within the judiciary, plus hire two part time secretaries instead of one full time secretary. Hartley stated that those adjustments would result in a net reduction in excess of \$20,000. Ingles stated that he was pleased with the progress and appreciated the effort. *Motion by Ingles, second by Cohlman to approve the request as outlined.* **MOTION CARRIED WITH ALL AYES.**

Treasurer's Annual Report – Barb Sear was present to review her Annual Report with the Committee. Sear noted that the General Fund balance increased by \$365,000 for the year. Sear noted that the transfer into the general fund was higher for the year, but the expenses were also down by \$427,623. Sear noted that there were some increases in revenue, but reimbursements from the State of Illinois were down. Sear also noted that the fee based funds were down slightly. Sear noted that there is still a balance of \$542,253 remaining in the nursing home account. Sear stated that the account was left open because there were miscellaneous checks outstanding as well as adjustments related to Medicaid and Medicare. Clemmer reviewed some of the upcoming auditing changes with the Committee. *Motion by Ingles, second by Bunting to recommend approval of the Treasurer's Annual Report.* **MOTION CARRIED WITH ALL AYES.** *Motion by Ingles, second by Bunting to authorize the transfer of the balance remaining within the*

nursing home fund into the Construction and Building Renovation Fund. MOTION CARRIED WITH ALL AYES.

Circuit Clerk Request for FT Clerk Replacement – Circuit Clerk Leann Dixon was present to request authorization to replace a full time clerk in the child support division. Dixon stated that the clerk resigned unexpectedly, and she still has one individual on medical leave, and two that qualify for the early retirement incentive. Dixon stated that she feels it's necessary to do the replacement. Discussion took place regarding need to eventually reduce staffing within the department and the possibility of tying into the Spillman system to improve efficiencies. *Motion by Ingles, second by Ingles to approve the request contingent upon investigating the software upgrades.* The motion was later withdrawn as discussion continued. Some members expressed concern on when the reduction would take place and when the Committee would draw the line. *Motion by Ingles to approve the replacement contingent upon a reduction of one in next year's budget.* Further Discussion took place. *Ingles then amended his motion to approve the request for replacement with the understanding that the next vacancy not be replaced, Cohlman seconded the motion. MOTION CARRIED WITH ALL AYES.*

Resolution Adopting Mediacom Franchise Fees – Hartley stated that at the last meeting the Committee raised a number of questions to be presented to Mediacom in regards to the franchise fees. Hartley stated that Mrs. Esther Viles from Mediacom indicated that Mediacom had not been collecting a franchise fee on behalf of the County, but the County could adopt an ordinance adopting a franchise fee of anywhere from 0-5%. Hartley stated that Viles could not quantify how much revenue this would generate. Sear stated that Mediacom has been charging the franchise fee to rural residents in error. Sear stated that she had been in contact with Mediacom a number of times regarding the fee that she was personally charged. Discussion took place. Consensus of the Committee was to request that Mrs. Viles attend the next Finance Committee meeting to answer any questions that the Committee may have. *Motion by Ingles, second by Cohlman to table the issue. MOTION CARRIED WITH ALL AYES.*

Purchasing Policy – Hartley updated the Committee on some issues that have arisen with the Purchasing Policy. Hartley stated that eventually some changes would need to be made, but she was working on identifying as many of the issues as possible prior to making the needed changes. Hartley reported that some issues include specialized services, emergency repairs on equipment, and proprietary software & systems. Hartley stated that these types of issues make the three bid requirement unfeasible. The Committee requested a quarterly report of issues, so they can be monitored and discussed.

Finance Report – Clemmer reported that three months into the fiscal year, expenses are at approximately 23%. Clemmer noted that the County Board expenses are somewhat high due to the payment of the auditor's bill. Clemmer also noted that autopsies appear to have slowed down and the Coroner's budget appears to be in line. Clemmer reported that the auditors have completed their field work.

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

Motion by Cohlman, second by Bunting to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:04 p.m.

Alina Hartley
Executive Director