

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF JUNE 7, 2017

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, Bunting, Gerwin, Ingles (left at 7:17 p.m.), Slagel

Absent: Vacant - Cohlman

Also Present: Chairman Bob Young, County Board Member Marty Fannin, Alina Hartley (Executive Director), John Clemmer (Finance Director), Circuit Clerk Leann Dixon, States Attorney Randy Yedinak, Coroner Danny Watson, Human Resources Director Linda Daniels, Ginger Harris, County Clerk Kristy Masching, Treasurer Barb Sear, Assessor Shelly Renken, Adam Dontz (GLCEDC), and Ryan McGuckin (Woodland School)

Shafer called for any additions or corrections to the agenda with none requested.

Motion by Bunting, second by Ingles to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the May 3, 2017 meetings. Gerwin noted a few grammatical corrections to be made. *Motion by Gerwin, second by Ingles to approve the minutes of both the May 3rd regular meeting and the May 3rd joint meeting, as amended. MOTION CARRIED WITH ALL AYES.*

GLCEDC – STEAM Funding Request – Adam Dontz was present to request approval of a grant, in the amount of \$31,000, for Woodland School. Dontz stated that a major focus of the GLCEDC has been the development of our workforce. Dontz stated that a workforce and education committee was formed through the GLCEDC to focus of this initiative. Dontz stated that the grant funds would be used to purchase new equipment for the school district for use within the STEAM program. Dontz stated that the grant accounts for approximately one-third of the cost of the program. Ryan McGuckin stated that there was also approximately 108 hours of professional development included in order to train teachers on the new program. McGuckin stated that Woodland hopes to be a leader in the program and assist other schools with implementing the STEAM program. Discussion took place. It was questioned whether the grant would be reoccurring, with McGuckin responding no. *Motion by Ingles, second by Bunting to recommend approval of a grant in the amount of \$31,000. MOTION CARRIED ON VOICE VOTE.*

Maintenance Foreman Position – Highway Department – Bunting reported that the highway maintenance foreman will be retiring in August. Bunting stated that he and Clay were present to request the latitude to hire someone above the mid-point. Metcalf reviewed the salary range for the M1 position with the Committee. Metcalf stated that at the mid-point, the foreman would be making less than the workers. Metcalf stated that

the position was posted with a range of \$55,952 to \$69,500. Metcalf reviewed were potential savings may come from. Discussion took place. *Motion by Bunting, second by Ingles to approve the salary range as requested.* **MOTION CARRIED ON VOICE VOTE.**

Accountant Position – Bookkeeping – Kristy Masching was present to request approval to fill her vacancies slightly early for training purposes. Masching stated that she had one employee who accepted the early retirement incentive and one employee who was promoted as a result of the early retirement incentive. Masching stated that the bookkeeping position will require extensive training in her opinion; she estimated 5.5 pay periods. Masching stated that the other position is a Clerk position; cross training is being completed within the office and options are being explored. Masching estimated a short fall within her budget to cover the training and payouts at \$12,753.02. *Motion by Ingles second by Gerwin to approve a transfer from the early retirement incentive budget, as needed up to the amount requested.* **MOTION CARRIED WITH ALL AYES.**

Replacement of Secretary Coroner – Danny Watson was present to request authorization to replace his secretary, who has taken the early retirement incentive. Watson stated that he is asking for a full time person. Watson stated that the person would need to be a full time person and would need to be trained as deputy coroner. Discussion took place. The Committee reviewed the comparisons that were presented. Livingston County’s “other salaries” within the coroner’s office was considerably higher than the other counties, with the exception of Grundy. The next highest was Lee at \$43,421. Further discussion took place. *Motion by Ingles, second by Heath to set all “other salaries” (meaning – not including the coroner’s salary) within the department at \$45,000 with the contingency that the Coroner approach the Sheriff about possible office space and sharing resources.* **MOTION CARRIED WITH ALL AYES.**

Prevailing Wage – *Motion by Ingles, second by Heath to recommend approval of the annual prevailing wage ordinance.* Gerwin suggested that the approval be done under protest since it is required by the State. **MOTION CARRIED WITH ALL AYES.** Gerwin noted once again that her approval is given under protest.

Budget Transfers Associated with Maintenance Transition – Clemmer reviewed the transfers associated with the splitting of the maintenance department. Clemmer reported that he had checked with the auditors and there is no need to do an official amendment of the budget. *Motion by Gerwin, second by Ingles to recommend approval of the budget transfer resolution.* **MOTION CARRIED WITH ALL AYES.**

FY 2018 Budget – Clemmer distributed a copy of the FY 2018 budget calendar.

Finance Report – Clemmer reported that expenses are currently in line. Clemmer noted that the County Board budget appears to be over due to the payment of the audit expense.

Sear reported that over 25,500 tax bills mailed. Sear stated that they have collected approximately 3.4 million in the first nine tax of the tax collection season. Sear stated that a lot of people are paying early and many are paying both installments. Sear stated that they expect to collect \$63.8 million overall.

Sear noted that payments from the State have been steady with the exception of salary reimbursements for Probation and the Assistant States Attorney for corrections.

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

Motion by Bunting, second by Heath to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:39 p.m.

Alina Hartley
Executive Director