

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF FEBRUARY 8, 2018

Chairman Bob Young called the meeting to order at 5:05 p.m. in the committee room in the Livingston County Historic Courthouse.

Present: Young, Shafer, Allen, Arbogast, Bunting, Fannin, Kestner,

Absent: Holt, Ingles, Steichen

Also Present: Executive Director Alina Hartley, Finance Director John Clemmer,
Human Resources Director Ginger Harris

Young called for any additions or corrections to the agenda with none being requested. *Motion by Fannin, second by Bunting approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the January 4, 2018 meeting. *Motion by Allen, second by Shafer to approve the minutes. MOTION CARRIED WITH ALL AYES.*

Resolution: 2018 Respect Week – Hartley presented a resolution recognized the 2018 Respect Week, for the Committee’s review. *Motion by Shafer, second by Arbogast to recommend approval of the 2018 Respect Week resolution. MOTION CARRIED WITH ALL AYES.*

Comments from the Chairman – Chairman Young reviewed some of the more complex issues coming before the Board this month. Young reported that the Finance Committee is forwarding a recommendation for the elected officials (Treasurer, County Clerk & Sheriff) salaries which will include a \$1,000 increase per year. Young stated that the Sheriff’s recommended salary also includes the \$7,500 increase that was previously approved (and not implemented due to statutory prohibitions) and the \$2,500 public safety director stipend (which will be eliminated and made part of the salary).

Young stated that there is a proposal, in the amount of \$36,000 to have the Summerill Group negotiate the federal housing contract. Young stated that the work could be done internally, but would take significantly more time. Young reported that there is a quick turnaround anticipated, and the fee is contingent upon successful negotiations.

Young reported that the maintenance manager position is still pending. Young stated that they have been unable to get a quorum for the Committee the last three scheduled meetings. Young stated his desire to get the units back to operating under one. Young stated that he would be open to a six month trial to see how things go, and if it works, eliminate the agreement. Discussion took place. Consensus of the Committee was to wait until after the election to make a determination.

Comments from Committee Chairman –

On behalf of the Elections Committee, Fannin reported that there were several appointments approved that will be part of the consent agenda. Fannin stated that there will also be a resolution to close the County Clerk's office during this year's election days for any non-election related business.

On behalf of the IT Committee, Allen reported that there were issues with computers going down this month, but they were older and have since been replaced. Allen reported that the VVETSB may be making a request for the county to hire additional staffing.

On behalf of the Personnel committee, Arbogast reported that the personnel policies are currently under review for any updates. Arbogast also reported that twelve of our managers are scheduled to attend a harassment training geared towards managers and responding to Arbogast stated that sexual harassment training will be scheduled for all employees, likely in April. Arbogast stated that it's recommended that all board members attend as well.

On behalf of the Highway Committee, Bunting reported that there was no quorum so the meeting has been rescheduled. Bunting stated that there was an issue with one of the trucks that required a new remanufactured motor, estimated at \$28,500.

On behalf of the Finance Committee, Shafer reported that they received reports from the Circuit Clerk and Treasurer. Shafer stated that there will be a resolution authorizing the Treasurer to accept payments that were made under a redemption agreement, but the owner ceased making payments. Shafer reported that the committee approved up to \$8,000 for necessary elevator repairs.

Sheriff, Jail & License Committee, Kestner reported that the committee heard a quarterly report from Ron Baker. Kestner stated that they received the annual and semi-annual reports from the Sheriff's department. Kestner stated that Cox reported current housing at 79 out of county and 59 Livingston County detainees.

Motion by Bunting, second by Kestner to adjourn the meeting. MOTION CARRIED WITH ALL AYES. Meeting adjourned at 5:43 p.m..

Alina Hartley
Executive Director