

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF MARCH 7, 2018

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, Bunting, Fannin, Gerwin, Ingles, Slagel

Absent: Heath

Also Present: Chairman Bob Young, County Board Members Kathy Arbogast and Bill Mays, Executive Director Alina Hartley, Finance Director John Clemmer, Treasurer Barb Sear, Human Resources Director Ginger Harris, Network & Computer Systems Administrator Jon Sear, and States Attorney Randy Yedinak

Shafer requested the agenda be amended to add Cash Management – Staffing Request and an Executive Session for Disposition of Real Estate. Shafer then called for any additional corrections to the agenda with none requested. *Motion by Bunting, second by Fannin to approve the amended agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the February 7, 2018 meeting. *Motion by Slagel, second by Fannin to approve the minutes of the February 7, 2018 as presented.* **MOTION CARRIED WITH ALL AYES.**

Finance Report – Clemmer provided a FY 2017 audit update report to the Committee. Clemmer reported that the auditors were pleased. Clemmer stated that the process was evolutionary, but they were headed in the right direction. Clemmer reviewed the expenses to date with the Committee. Clemmer reported that they are slightly over where they should be, but he expects them to wash out by the end of the year. Clemmer noted it will be close regardless.

Cash Management – Staffing Request – Barb Sear was present to discuss issues with the Cash Management software system with the Committee. Sear distributed her usual reports for the Committees review. Sear stated that it took her three hours just to do the general fund revenue, and there is still no total, no beginning balance and no ending balance. Sear reported that her department is struggling with the new software in regards to the cash receipting and balance reconciliations. Sear stated that Cash Management and Financial Edge are two separate systems and do not seem work well together although they were designed to do so. Sear stated that her department definitely needs some additional training on the system, but there is a time issue as well. Sear stated that software is just cumbersome and it is just taking them so much longer to do their daily work. Sear stated that in an attempt to look forward and with tax season coming up, she would like to ability to hire someone full time now. Discussion took place. It was noted that this would not be a new position, but an early hire. Hartley stated that Sear generally

has temporary help during the tax collection season, so this person would fill that role. Then by the time tax season is over it would be time to look at hiring someone to fill the vacancy left by Barb's retirement and Nikki's shift in position. Further discussion took place regarding resolution of the software issue. Sear agreed that by April 30th they will visit other counties that utilize the same software to see how they function with it. Consensus of the Committee was to approve the request, and proceed with advertising the position. Official action will be taken in April to affirm the direction.

The Committee reviewed the bills presented. *Motion by Heath, second by Fannin to approve the bills as submitted.* **MOTION CARRIED WITH ALL AYES.**

Public Comment – Public comments were received in regards to the discontinuation of the Community Healthcare Program.

Executive Session – *Motion by Fannin, second by Slagel to go into Executive Session pursuant to 5ILCS 120/2 (c)(1) Personnel Matters and 5 ILCS 120/2 (c)() Disposition of Real Estate.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 7:19 p.m..

Regular Session resumed at 7:55 p.m.

Action Resulting from Executive Session – *Motion by Fannin, second by Ingles to end the employment relationship with John Clemmer and authorize an appropriate severance package as recommended by staff.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Motion by Fannin, second by Bunting to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:57 p.m.

Alina Hartley
Executive Director