

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF APRIL 9, 2014

Committee Chair Tim Shafer called the meeting to order at 6:54 p.m. in the committee meeting room within the Livingston County Historic Courthouse.

Present: Shafer, Bullard, Campbell, Cohlman, Mays, Runyon, Vietti

Absent:

Also Present: Marty Fannin, Alina Hartley, June Slagel, Barb Sear, Kathy Arbogast

Chairman Shafer called for any additions or corrections to the agenda with none being requested. *Motion by Vietti, second by Bullard to approve the agenda as presented.*

MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the March 5, 2014 meetings. *Motion by Cohlman, second Runyon to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.** *Motion by Cohlman, second by Runyon to approve the minutes of the March 5, 2014 joint meeting.* **MOTION CARRIED WITH ALL AYES.**

Collector Books Project – Barb Sear was present to discuss the scanning of the collector books with the Committee. Sear stated that there are approximately 350 books located in the County Clerk vault that have gotten wet over the years and are considered a health issue. Sear stated that she cannot get rid of them, but would like to have them scanned and digitized so they would no longer need to be accessed. Sear reported that four of the six companies responded. Sear stated that she has \$15,000 allocated within her budget, but the lowest bid was for \$23,592.77. Sear stated that until the project is complete she won't know the exact amount since it is a per page amount. Sear stated that the property committee also requested that the County Clerks books be completed at the same time, however, Kristy Masching does not have many books to do and the process that she will be using is different, so there will not be any cost savings. Discussion took place.

Motion by Bullard, second by Mays to authorize Sear to proceed as soon as feasible with a contract with Thomson Reuters with additional funds coming from the courthouse renovation fund. The motion was clarified that it included the Treasurer's office only.

MOTION CARRIED WITH ALL AYES.

Resolution: Authorizing an Amendment to Joseph E. Meyer (Delinquent Tax Agent) Contract – Sear stated that Joseph E. Meyer has recently changed from a sole proprietor to a corporation, so the agreement will need to be amended to reflect the change. *Motion by Campbell, second by Cohlman to recommend approval of a resolution authorizing the amendment of a contract with Joseph E. Meyer.* **MOTION CARRIED WITH ALL AYES.**

Transformer Relocation – Hartley stated that the Sheriff is requesting funds be allocated to relocate the transformer from the first floor of the Public Safety Complex to the basement. Hartley stated that currently the transformer is located within a closet on the first floor along with the UPS and other server equipment with very little ventilation. Hartley stated that the room tends to get hot and the Sheriff is concerned that this is a safety issue. Hartley stated that the Sheriff will likely request additional funds for the move of the other equipment in next years' budget. Hartley stated that the first proposal received was for approximately \$19,000; however other proposals that came in were significantly different and need to be reviewed for accuracy prior to proceeding. Discussion took place. *Motion by Vietti, second by Cohlman to authorize the relocation of the transformer in the Public Safety Complex with expenses to be paid from contingency.* **MOTION CARRIED WITH ALL AYES.**

VAC Rental Agreement – Slagel stated that the VAC has paid \$400 a month to reimburse the county for operational expenses, but the agreement has never been in writing. Slagel stated that the agreement will be for operational expense reimbursement and not actual rent and will be for the same amount that is currently paid. Slagel reported that the item was discussed at the VAC Committee meeting and will be discussed by the Veterans Commission. Discussion took place. *Motion by Bullard, second by Campbell to recommend approval of an agreement with the Veterans Assistance Commission for the reimbursement of operating expenses.* **MOTION CARRIED WITH ALL AYES.**

Finance Report – Slagel reported that the monthly report was distributed and shows the Sheriff's Department at 33%, which is where they should be year to date. Slagel stated that there will be additional costs once the current contract is settled and there is a possibility of two retirements this year. Slagel reported that she received the new IMRF rates at 9.11% and 20.99% for SLEP. Slagel stated that the VAC is 100% is fully funded, regular employees are 95% funded and SLEP is 69% funded. It was questioned how much it would cost to bring the accounts to being fully funded. Slagel estimated approximately \$1 million for regular and \$2 million for SLEP. Slagel stated that she has looked into this previously and does not recommend the county doing this at this time since the amount fluctuates so much.

Budget Software – Slagel reported that she is looking into budget software. Slagel stated that she has received an estimate of approximately \$9,800, but is still evaluating whether it is worth the additional amount.

Audit Update – Slagel stated that the auditing company is working on wrapping up the audit. Slagel stated that Mack & Associates submitted a bill for the full amount owed and questioned whether the Committee wished to authorize full payment. Discussion took place. *Motion by Vietti, second by Runyon to pay 80% of the bill for progress to date.* **MOTION CARRIED WITH ALL AYES.**

Illinois Department of Healthcare and Family Services Liability Adjustment - Hartley reported that Glenda Tannahill from Good Samaritan had brought in a letter from the Illinois Department of Healthcare and Family Services notifying them of credit

adjustments totaling \$50,855.09 for liabilities dating back to 2008 / 2009. Slagel stated that the County is still holding on the books approximately \$334,000 in possible adjustments from the State. Hartley stated that the liability for these payments were technically transferred to Good Samaritan when the license was transferred, however, Good Samaritan is requesting the County pay the liability since it was incurred under the County's ownership. Discussion took place. Consensus of the Committee was to forward the item to the full board without recommendation and request that Tom Blakeman be present.

Approval of Bills – The Committee reviewed the bills submitted. *Motion by Cohlman, second by Campbell to approve the bills.* **MOTION CARRIED WITH ALL AYES.**

Motion by Vietti, second by Mays to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 6:52 p.m.

Alina Hartley
Administrative Resource Specialist