

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF MARCH 9, 2016

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, Cohlman, Gerwin, Ingles, Mays

Absent: Bunting

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), John Clemmer (Finance Resource Specialist), Assessor Shelly Renken, Mapping Specialist Jan Girard, Barb Sear, Danny Watson (Deputy Coroner / Candidate for Coroner), Keri Jo Schmidt (Candidate for Coroner)

Shafer requested that the agenda be amended to add Update from Assessor's Office to the beginning of the agenda. Shafer then called for any additional changes to the revised agenda with none requested. *Motion by Heath, second by Ingles to approve the revised as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the February 3, 2016 meetings. It was noted that the start time for the executive session was missing from the February minutes and would need to be added. *Motion by Gerwin, second by Ingles to approve the minutes as amended.* **MOTION CARRIED WITH ALL AYES.**

Intergovernmental Agreement: City of Pontiac GIS Services – Mapping Specialist Jan Girard reviewed a proposed Intergovernmental Agreement with the City of Pontiac with the Committee. Jan stated that she would like to use this agreement as a template for others as well. Girard stated that the City of Pontiac will contribute financially towards the flyover in exchange for the County providing the shape files. Girard stated that she is also working with some of the other agencies and local firms to participate in a similar fashion. Hartley stated that this a collaborative effort on behalf of the County and these agencies to leverage funding in order to provide better services and avoid duplication of costs and efforts. *Motion by Health, second by Mays to recommend approval of the Intergovernmental Agreement with the City of Pontiac.* **MOTION CARRIED WITH ALL AYES.**

Update from Assessor's Office – Renken reported that last week she was advised that one of the multi-township Assessors will be resigning his position. Renken stated that this Township Assessor currently covers Round Grove, Broughton and Union Townships. Renken stated that the Township Assessor will be reporting to his various boards next week. Renken stated that if the County is going to be asked to take over these responsibilities, she will likely need additional help (likely two part time field personnel). Renken stated that she just wanted to advise the Committee at this time. She will report back once she hears from the Townships.

Establishment of Coroner's Salary – Hartley provided additional comparable information regarding Coroner's salaries in similar sized counties, with prisons and interstates that run through them. Included in the report was the Coroner's salary for each county listed, case load information (for those that could be obtained), as well as, budget information including a breakdown of personnel and non-personnel costs. *Motion by Ingles, second by Heath to set the Coroner salary at \$55,000 for the next four years.* **MOTION FAILED ON ROLL CALL VOTE.** Ayes: Shafer, Heath, Ingles; Nays: Cohlman, Gerwin, Mays.

Motion by Mays to start the salary at \$52,000 increasing by \$1,000 each year to \$55,000 the final year of the term. **MOTION FAILED BY LACK OF SECOND.**

Some members felt that they salary had previously been set too high and should be adjusted down. Some members also felt that the overall personnel costs for the department were higher than justified. Discussion took place as to when the salary should be set. Previously it was determined that the salaries should be set prior to the primary election. Committee members felt that since local elections are determined in the primary, candidates should know the salary before they decide to run. Some members felt that it was unfair to the candidates to adjust the salary down at this point. Consensus of the Committee was to set the salaries of elected officials in conjunction with the budget, the year prior to the election. *Motion by Ingles, second by Heath to set the Coroner salary at \$55,000 for the next four years.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Shafer, Heath, Cohlman, Ingles. Nays: Gerwin, Mays.

Budget Adjustments – Hartley reported that the Property Committee and Sheriff, Jail & License Committee have both forwarded a Memorandum of Understanding to the full board for consideration, with the SJL Committee recommending approval. Hartley stated that should the Memorandum of Understanding be approved, there will be no need to amend the budget. However, should the Memorandum of Understanding fail, there will be a resolution submitted to split the department into two units. If the department is split there will be a need to approve the budget adjustments approved at last month's Committee meeting. The Committee concurred.

Finance Report – Sear stated that the current report covers the last two months since she was on vacation in February. Sear noted that the State of Illinois has caught up on the reimbursements to the County.

Clemmer reported that Coroner's budget is currently over due to a large number of autopsies. Clemmer further reported that the salaries for the animal control deputies have been moved from the Animal Control Budget to the Sheriff's Budget. Clemmer stated that the auditors have been on site and are on schedule to present the audit in April.

Approval of Bills – The Committee reviewed the bills submitted. *Motion by Cohlman, second by Mays to approve the bills.* **MOTION CARRIED ON VOICE VOTE.**

Authorization of Payment of Attorney Bills – Labor- Hartley stated that during the budget development it was brought to the Committee that a line item would need to be added to account for the payment of labor attorney’s invoices. Hartley stated that at the time the Committee indicated they would wait until an attorney was approved by the full board, and address at a later time. Hartley stated that the time has come, as invoices are being received for various labor matters. The Committee discussed the invoices. *Motion by Mays, second by Ingles to authorize payment of the Walters Law Office invoices from the Pontiac Host Agreement.* **MOTION CARRIED WITH ALL AYES.**

Motion by Cohlman, second by Gerwin to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:16 p.m.

Alina Hartley
Administrative Resource Specialist