

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF APRIL 4, 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, Heath, Bunting, Fannin, Gerwin, Ingles, Slagel

Absent:

Also Present: Chairman Bob Young, County Board Members Bill Mays, Joe Steichen, Steve Lovell, John Yoder, and Jim Carley. Executive Director Alina Hartley, County Clerk Kristy Masching, Treasurer Barb Sear, Human Resources Director Ginger Harris, Circuit Clerk LeAnn Dixon, Supervisor of Assessments Shelly Renken, Sup. William Cox,

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

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

Finance Report – Hartley distributed a copy of the monthly financial report for the Committee’s review. Hartley noted that at four months into the fiscal year expenditures are just slightly over the budgeted amount. Hartley reviewed some of the overages with the Committee. Sear reported that the State of Illinois has caught up on the reimbursements for the Assistant States Attorney salary for 2016, so now they are only a year and a half behind.

Presentation of FY 2017 Audit Mack & Associates – Lauri Pope and Ericka Blumberg were present to review the FY 2017 audit with the Committee. *Motion by Fannin, second by Heath to forward the audit and findings to the full board for approval.*
MOTION CARRIED WITH ALL AYES.

PSC Trane Chiller Repair – Hartley reported that the Property Committee approved repairs to the Trane Chiller at the Public Safety Complex, estimated at just over \$10,000. Hartley stated that it is possible the budget can cover the expense, but it is likely that this expenditure will exceed the funds appropriated and will require a contingency transfer. Hartley noted that on a positive note, the repairs to the elevator at the Law & Justice Center that were previously approved, were able to be completed at the lower end of the estimate, just by replacing the seals.

Financial Edge Update - Sear reported that she has spoken to a number of Treasurer's who is currently using Financial Edge, and no one said the transition was smooth. Sear reported that she and Nikki Meier visited two different counties to see how they were functioning with the system. Sear also noted that Zobrio will be coming April 16th to complete two additional days of training. Sear reported that one of the counties does not use the Cash Management system, but only uses financial edge. Sear reported that she will be trying this with Vermilion Valley just to see which system is preferred. Sear reported that she is feeling more confident that they can make things work.

FT Position Treasurer's Office – Sear reported that she budgets annually for a part time position needed during the tax collection season. Sear stated that instead of doing that she would like to hire a full time employee that would be needed to fill the vacancy left by her retirement in December. Sear stated that this will help with the training transitions and the software complications. Sear stated that she would like the individual towards the beginning of May. *Motion by Bunting, second by Slagel to approve the early hiring of a full time position in the Treasurer's office.* **MOTION CARRIED WITH ALL AYES.**

Salary Schedule – Harris reviewed proposed changes to the salary schedule with the Committee. Harris noted that the schedule has not been updated since January of 2011. Harris stated that the entry level positions are currently having the most issues, both with the availability of qualified candidates and with retention. Harris noted that this does not change any of the policies, managers will still need to stay within their budget allocation and cannot exceed midpoint. Harris stated that the other issue for the Committee to consider is what happens when an employee reaches the maximum of the salary schedule. Discussion took place. The Committee will take time to review and will continue discussion at next month's meeting

Finance Director Position – Harris reported that there were three internal candidates interviewed for the position, all of whom were qualified for the position. Harris stated that Dianne Schwann was selected for the position which leaves a vacant part time position. Harris noted that Schwann will take some time in the new position to determine what is needed.

2018 Vehicle Position – Hartley reviewed a request for the purchase of four vehicles for the Sheriff's department. Hartley reviewed the vehicles that would be replaced which included two 2013 Chevy Impalas and two 2014 Ford Explorers. Hartley stated that the Committee allocated for the replacement of four vehicles in the FY 2018 budget. Hartley stated that initially she was going to delay one of the purchases until later in the year, due to the need to purchase the truck for maintenance as previously approved. However, there was one vehicle that was totaled at the beginning of the year. Hartley stated that she would like to proceed with the purchase of four vehicles and should there be sufficient funds remaining, an additional request will be made for one more vehicle towards the end of the year. Discussion took place regarding the possibility of purchasing sedans instead of the SUV's. Cox noted that the reason that the department does not use the sedans is because of the amount of space that the equipment takes up

within the vehicle. *Motion by Heath, second by Ingles to authorize the purchase of four replacement vehicles for the Sheriff's department.* **MOTION CARRIED ON VOICE VOTE.**

Authorization to Sell Excess Property – Hartley presented a request for authorization to sell seven vehicles from the Sheriff's department. Hartley stated that she would not recommend that the vehicles be traded in as historically that method returns the least amount back to the County. Hartley stated that she would recommend the vehicles be sold at the Clinton auto auction which handles many Sheriff's sales, a local auction company or the County could advertise for sealed bids. Consensus of the Committee was to utilize the local auction company. *Motion by Bunting, second by Fannin to recommend approval of a resolution authorizing the sale of excess property, specifically seven vehicles.* **MOTION CARRIED WITH ALL AYES.**

Other Business – Young reported that he had spoken to the current tenant of the farm ground regarding possibly farming the ground at the nursing home representing approximately 12-14 tillable acres. Young stated that the ground is not in great condition and it is not yet known if the ground will produce a crop. Young stated that the tenant is willing to try and will mow the frontage as part of the agreement. Young stated that because of the condition of the ground, there will not be a charge at this time. There was no objection raised to proceeding in this method.

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

Motion by Fannin, second by Heath to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:24 p.m.

Alina Hartley
Executive Director