

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF MAY 9, 2018

Committee Chair Tim Shafer called the meeting to order at 6:01 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 Member Bill Mays, Executive Director Alina Hartley, Treasurer Barb Sear, Human Resources Director Ginger Harris, Supervisor of Assessments Shelly Renken, Adam Dontz (GLCEDC)

Shafer that the agenda be amended to add commercial appraisals to the agenda. Shafer then called for any additional changes to the agenda with none requested. *Motion by Ingles, second by Bunting to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the April 4, 2018 meeting. *Motion by Gerwin, second by Fannin to approve the minutes of the April 4, 2018 as presented.* **MOTION CARRIED WITH ALL AYES.**

Commercial Appraisals – Renken reported that she has identified a company to conduct the commercial appraisals, and they are willing to come and give a 15-20 minute presentation to the Committee. Renken stated that the work will not be done until the next quadrennial assessment, however, she wanted to give the Committee time to budget for the project, and the company time to get the County on their schedule. Consensus of the Committee was to see if they would be available to present on June 6th.

Service Agreement Amendment – County Trustee Joseph E. Meyer – Barb Sear was present to request an amendment to the Service Agreement with County Trustee, Joseph Meyer. Sear stated that the minimum bid would be increased from \$600-\$750. *Motion by Gerwin, second by Ingles to recommend approval of the amendment to the Service Agreement with Joseph E. Meyer & Associates.* **MOTION CARRIED WITH ALL AYES.**

Economic Development Grant Request – GLCEDC / Anthony Liftgates – Adam Dontz was present to request approval of a grant, in the amount of \$50,000, for the creation of ten new jobs by Anthony Liftgates. Discussion took place. *Motion by Ingles, second by Fannin to recommend approval of a \$50,000 grant to the GLCEDC for Anthony Liftgates.* **MOTION CARRIED ON VOICE VOTE.**

FY 2019 Budget, Process, Calendar, Guidelines – Hartley reported distributed draft copies of the FY 2019 Calendar and Guidelines for the Committees review. Hartley

reported that the Committee had previously discussed starting earlier in the year to develop more specific guidelines for the department heads. Hartley reported that since all the union contracts had been settled, Harris and Schwahn were able to update the budget with the salaries figures for FY 2019. Hartley stated that there were still a few accounts that needed to be reviewed, but the admin team would be prepared to present later in May.

Hartley reviewed proposed changes to the budget and process which included more narrative information for each department, as well as more summaries to be included. Hartley stated that the changes were to be made in response to some of the audit findings, but also as part of the Recommended Budget Practices developed by the National Advisory Council on State and Local Budgeting. Hartley reviewed the four main principles. Hartley stated that the new format should be much easier for the public and board members to understand. A lengthy discussion took place regarding what information was to be presented in regards to the process. Concern was expressed regarding the detailed line items not being presented. Hartley stated that while detailed information would still be submitted by department heads to the Finance Department, she would not be comfortable working from two different budget methods during the meetings. Hartley stated that one of the goals of the new budget process was for the Committee and the Board to look more at the big picture, and the overall financial health of the County. However, Hartley indicated that any department that did not meet the guidelines established by the Finance Committee could be reviewed in more detail.

Motion by Ingles, second by Heath to adopt the new budget process as discussed.

MOTION CARRIED ON VOICE VOTE. Abstain: Gerwin.

Salary Schedule – Harris noted that the salary schedule was tentatively approved at the Personnel Committee. Harris stated that she will be working on developing a policy for those that fall outside of the scale, and will present it for formal approval next month.

Finance Report – Schwahn stated that the monthly report had been distributed via email for the Committee’s review. Sear reported that the State was getting up to date on reimbursements.

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

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

Alina Hartley
Executive Director