

LIVINGSTON COUNTY BOARD  
FINANCE COMMITTEE  
MINUTES OF JUNE 9, 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, Fannin, Gerwin, Ingles, Slagel

Absent: Bunting

Also Present: Chairman Bob Young, County Board Members Bill Mays and Linda Ambrose, Executive Director Alina Hartley, Human Resources Director Ginger Harris, Finance Director Diane Schwahn, Sheriff Childress, Capt. Glowacki, Public Health Director MaLinda Hillman, Coroner Danny Watson

Shafer called for any additions or changes to the revised agenda with none requested.

*Motion by Gerwin, second by Fannin to approve the revised agenda as presented.*

**MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the May 9, 2018 meeting. *Motion by Gerwin,*

*second by Slagel to approve the minutes of the May 9, 2018 as presented.* **MOTION**

**CARRIED WITH ALL AYES.**

**Prevailing Wage Ordinance** – *Motion by Slagel, second by Heath to approve the annual prevailing wage ordinance.* **MOTION CARRIED WITH ALL AYES.**

**Additional Costs for Financial Edge Software Upgrade – Zobrio** – Diane Schwahn indicated that there were two additional quotes provided to the county for the accounting software upgrade project. Schwahn stated that the first invoice was for hours expended to date that were over the budgeted amount (\$5,115), and the second was to transfer over the remaining departments (\$24,750). Copies of the quotations, original agreement and correspondence was distributed for the Committees review. Discussion took place. Consensus of the Committee was that the office should reach out to Zobrio requesting clarification as to why an invoice was being submitted on an hourly basis when the agreement was based on a fixed price.

**FY 2019 Budget, Allocations, Calendar, Guidelines** – Hartley reviewed the preliminary budget planning documents with the Committee. Hartley stated that the goal for the meeting was to set the allocations for the departments and approve the annual guidelines and calendar. Discussion took place. *Motion by Slagel, second by Fannin to approve the presented allocations as submitted for general fund departments.* **MOTION CARRIED WITH ALL AYES.** *Motion by Fannin, second by Ingles to hold the line on all levies as presented.* **MOTION CARRIED WITH ALL AYES.** *Motion by Fannin,*

*second by Ingles to approve the annual guidelines and calendar as submitted.* **MOTION CARRIED WITH ALL AYES.**

**Finance Report** – Schwahn stated that the monthly report had been distributed via email for the Committee’s review. Schwahn reported that the States Attorneys office is currently over budget in regards to the salary line items, however, Schwahn stated that there was an administrative error within the budget that is causing the overage. Schwahn reported that the Coroner’s office is also over budget in his salary line items. Schwahn stated that the budgeted amount was short of the approved allocation also. Schwahn distributed the Treasurer’s financial report for the Committees review.

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

*Motion by Fannin, second by Slagel to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 6:56 p.m.

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Alina Hartley  
Executive Director