

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF JULY 12, 2018

Chairman Bob Young called the meeting to order at 5:00 p.m. in the committee room in the Livingston County Historic Courthouse.

Present: Young, Shafer , Allen, Bunting, Fannin, Holt, Ingles, Kestner, Steichen

Absent: Arbogast

Also Present: Executive Director Alina Hartley, Human Resources Director Ginger Harris, and Finance Director Diane Schwahn

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

The Committee reviewed the minutes of the June 7, 2018 meeting. *Motion by Holt, second by Allen to approve the minutes. MOTION CARRIED WITH ALL AYES.*

FY 2019 Budget & Capital Requests

Finance – Diane Schwahn was present to review her FY 2019 budget request with the Committee. Schwahn indicated that her non personnel expenses were the same as last year. Schwahn noted that the budget included 22.5 hours for a part time position for the department.

Human Resources – Ginger Harris was present to review her FY 2019 budget request with the Committee. Harris reported that all line items were the same with the exception of the salary line item. It was noted that the HR narrative was distributed for the Committee’s review, so they could get an idea of what the new budget format will look like.

County Board; County Board Office; Miscellaneous; Information Technology – Hartley reviewed the FY 2019 budget requests for the County Board, County Board Office and Miscellaneous. Hartley noted that the Information Technology budget was submitted to the IT Committee and has forwarded to the Finance Committee for approval. Hartley stated that all the requests came within the allocation given by the Finance Committee.

Hartley reviewed the Enhancing Governance Contract, submitted by Learning Alliances, which is included in the Miscellaneous account. Hartley reviewed the goals of the program with the Committee. Discussion took place. Consensus of the Committee was to schedule the program in the evening a couple of nights a month, avoiding harvest season.

Motion by Kestner, second by Holt to approve the administrative budgets as submitted and recommend approval by the Finance Committee. MOTION CARRIED WITH ALL AYES.

Comments from Committee Chairman –

On behalf of the Property Committee, Mike Ingles reported that the department believes they have located where the critters were entering the building between the two ceilings. Ingles reported that the Committee reviewed the updated maintenance tracking system offered through Dude Solutions. Ingles stated that the program is quite extensive and likely more than what is needed, so they will continue to look at other options. Ingles reported that the Schematic Design Proposal, estimated at \$94,550 is being forwarded to the full board for approval.

On behalf of the Sheriff, Jail & License Committee, Kestner reported that the committee meeting was well attended. Kestner reported that the Committee reviewed and approved several department budget requests which were forwarded to finance for consideration. Kestner reported that there a total of 135 detainees being housed. Kestner further reported a monthly housing billing of \$214,964.

On behalf of the Finance Committee, Shafer reported that the committee is moving along with the budget. Shafer noted that the jail has a significant jump in expenditures. Shafer noted that the GLCEDC has offered to share in the cost of a financial consultant.

On behalf of the Elections Committee, Fannin reported that there was one appointment approved pending residency within the district and the county. Fannin also reported that the Committee has forwarded the 2nd Amendment resolution to the full board for approval.

On behalf of IT, Allen reported that Sear continues to work on the phone system changeover.

On behalf of the Highway Committee, Bunting reported that the committee has one action item coming before the board to replace 2 existing culverts located in Broughton Township. Bunting reported that the Committee also reviewed and approved the budget and capital requests.

On behalf of the Ag, Zoning and Emergency Services Committee, Holt reported that the committee will have three action items to come before the board. Holt state that one is a property located on the west side of Fairbury and the other two are solar farm applications. Holt reported that the Committee heard complaints regarding a hog farm, and a petition was received.

On behalf of the VAC Committee, Steichen reported that expenses are down. Steichen reported that it looks like the VAC will have excess funds in the range of \$60,000 to \$70,000. Steichen reported that the department is utilizing the donated Enbridge vehicle and they hope this will extend the life of the fleet by 1.5 years.

Comments from the Chairman – Chairman Young reported that beginning on the 22nd, a few board members and Hartley will be attending the annual UCCI conference in Galena. Young stated that there have been a few discussions held on the pending litigation and States Attorney Yedinak has agreed to give an update as soon as possible. Young stated that he appreciated all the work on the budget, and commended department heads on their submissions.

Motion by Bunting, second by Steichen to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 6:09 p.m..

Alina Hartley
Executive Director