

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF JULY 11, 2018

Committee Chair Tim Shafer called the meeting to order at 6:04 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 Kathy Arbogast, Bill Mays and Linda Ambrose, Executive Director Alina Hartley, Human Resources Director Ginger Harris, Finance Director Diane Schwahn, Neil Finlan (Farnsworth), Assessor Shelly Renken, Treasurer Barb Sear, Nikki Meier, Network & Computer Systems Administrator Jon Sear, County Clerk Kristy Masching, Circuit Clerk Leann Dixon,

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

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

MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the June 7, 2018 meeting. *Motion by Heath, second by Fannin to approve the minutes of the June 7, 2018 as presented.*

MOTION CARRIED WITH ALL AYES.

Farnsworth Schematic Design Proposal – Ingles stated that at the board meeting, the board voted to move forward with the next step which is schematic design. Ingles stated that the budget allocation that was given to the project for 2018 does not cover the expense estimated at \$94,000. Slagel stated that he's not sure what we are getting for \$94,000. Finlan stated that the purpose of this phase is to narrow down on the work that will be done which will be used to develop the final design. Finlan stated that this will give Farnsworth the ability to further define the estimated cost of the project. Discussion took place. *Motion by Ingles, second by Heath to approve funding the Schematic Design Proposal from the Construction Fund.* **MOTION CARRIED ON VOICE VOTE.**

Circuit Clerk Request for Replacement of FT Position – Leann Dixon was present to request reinstatement of the full time position eliminated through attrition. Dixon stated that with the e-filing requirement things have not been easy. Dixon stated that she would like to get to full staff for at least one year. *Motion by Ingles, second by Bunting to approve the Circuit Clerks request for replacement of a FT position.* **MOTION CARRIED WITH ALL AYES.**

FY 2019 Budget & Capital Requests -

Assessor – Shelly Renken was present to review her FY 2019 budget request with the Committee. Renken stated that her request was over the initial allocation due to the quadrennial assessment. Renken also noted a slight increase in the data processing line

items. *Motion by Bunting, second by Fannin to approve the Assessor's FY 2019 budget request as submitted.* **MOTION CARRIED WITH ALL AYES.**

County Clerk – Kristy Masching was present to review her budget request with the Committee. Masching stated that the request submitted included a decrease over the allocation given, however, she would like the Committee to consider increasing the election judges pay. Masching provided the Committee with comparables from other counties to review as part of her request. *Motion by Fannin, second by Bunting to approve the County Clerk budget as requested, taking the election pay increase under advisement.* **MOTION CARRIED WITH ALL AYES.**

Treasurer – Barb Sear and Nikki Meier were present to review the FY 2019 budget request with the Committee. Sear noted that the budget request is under the FY 2018 budget, but slightly over the allocation given. Sear noted minor increases in data processing and office supply line items. *Motion by Bunting, second by Ingles to approve the Treasurer's FY 2019 budget request.* **MOTION CARRIED WITH ALL AYES.**

A copy of all the capital requests was submitted to the Committee for their review. A summary of the budget submissions for the general fund was also distributed. Consensus of the Committee was to review the capital requests at a special meeting. Further consensus was for the Sheriff and Jail to review their budget requests at the same meeting. A meeting to review these items will be held on July 31st.

County Clerk Semi-Annual Report – Kristy Masching was present to review her annual report with the Committee. *Motion by Heath, second by Fannin to recommend approval of the County Clerk's Semi-Annual Report.* **MOTION CARRIED WITH ALL AYES.**

Circuit Clerk Semi-Annual Report – Leann Dixon reviewed her semi-annual report with the Committee. *Motion by Gerwin, second by Fannin to approve the Circuit Clerks Semi-Annual Report.* **MOTION CARRIED WITH ALL AYES.**

Finance Report – Schwahn reported that the monthly finance report was distributed for review. Schwahn noted that expenses are on track for the most part.

Schwahn noted that expenses for the Probation Department have been transferred to the Sheriff, Jail & License Committee as the department reports to that Committee. The Committee reviewed the bills presented. *Motion by Ingles, second by Fannin to approve the bills as submitted.* **MOTION CARRIED WITH ALL AYES.**

Motion by Bunting, second by Fannin to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:56 p.m.

Alina Hartley
Executive Director