

LIVINGSTON COUNTY BOARD  
ADMINISTRATIVE COMMITTEE  
MINUTES OF JULY 11, 2019

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, Arbogast, Allen, Bunting, Carley, Killian, Lovell (arrived at 5:30), Shafer, Vietti

Absent: Carley, Kestner

Also Present: Executive Director Alina Hartley, Finance Director Diane Schwahn, Human Resources Director Ginger Harris, County Board Members Linda Ambrose, Gina Manker, Marty Fannin

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

The Committee reviewed the minutes of the June 6, 2019 meeting. *Motion by Allen, second by Killian to approve the minutes. MOTION CARRIED WITH ALL AYES.*

**FY 2020 Budget & Capital Requests**

**Finance** – Schwahn reported that her budget request is the same as the allocation given with only minor changes to the line items. Schwahn reported that she is submitting a capital request for the purchase of a budgeting software system. Schwahn reported that currently the budget is done manually with a lot of spreadsheets. Schwahn stated that it's not very efficient and there's no way to track changes making it difficult to keep track of what's happened. Schwahn stated that inaccurate information is always possible. Schwahn stated that the software includes a structured process for submission, as well as approval. Schwahn stated that she reviewed two systems, Questica and OpenGov. Schwahn stated that functionally they were both similar, but Questica would be purchased and hosted on our server, where the county would be leasing the OpenGov software. Schwahn stated that in speaking with IT the preference would be that the county own the software, so it can be secured locally. Schwahn stated that both systems would be integrated with the financial system and will feed nightly.

**County Board** – Hartley presented the 2020 County Board budget for review. Hartley stated that there was some movement between line items, but the budget was exactly the same as last year's budget and met the allocation provided.

**County Board Office** – Hartley presented the 2020 budget for the County Board Office. Hartley stated that the request is slightly over the allocation given. Hartley stated that the costs for the copier have been coming in higher, just because it is being used a little more

by other offices. Hartley stated that the increase is approximately \$1,100 over the proposed.

*Motion by Bunting, second by Arbogast to approve the Finance, County Board and County Board Office budgets as submitted. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

*Motion by Killian, second by Vietti to recommend approval of the capital request for finance. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

**Comments from the Chairman** – Young reported that the question of referendum for the community healthcare program will be presented to the full board. Young stated that it was his opinion that if the Board voted against the measure, the issue would be dead. Young stated that the board has reviewed other possibilities and without a guarantee of ongoing funding, the program cannot be re-implemented.

**Comments from Committee Chairman** –

On behalf of Sheriff, Jail & License, Arbogast reported that the Committee reviewed several budget and capital requests.

On behalf of the IT Committee, Allen reported that the Committee reviewed the IT budget request. Allen reported that there were no capital items submitted, but Sear is working on a request for a paging system. Allen also reported that Sear has been working with the Judge and DOC on a solution for video arraignment.

On behalf of the Finance Committee, Shafer reported that the Committee discussed the proposal submitted by SmartWatt. Shafer stated that the financing hasn't been determined, but the Committee approved a hard cap on the dollars to be spent. Shafer stated that the Committee also heard the County Clerk's semi-annual report and worked on the budget submissions.

On behalf of the Ag & Zoning Committee, Bunting reported that the electronic recycling at PTHS was finally completed as of today. Bunting reported that the Committee also discussed the Mackinsen property complaint with the States Attorney.

On behalf of the Personnel Committee, Vietti reported that they Committee reviewed the budget requests of the Human Resources department. Vietti noted that there was a slight decrease in the health insurance program. Vietti stated that the Committee also discussed a perfect attendance incentive program.

On behalf of Property, Killian reported that the roof repairs are being completed at the Water St. property. Killian stated that SmartWatt will hopefully be available at the board meeting to discuss the program requests. Killian reported that the monthly department report was given.

On behalf of the Highway Committee, Lovell reported that the department purchased a new mower. Lovell stated that the Committee toured the building and reviewed the equipment. Lovell stated that the highway budget was approved. Lovell noted that a highway department truck had been sold.

*Motion by Vietti, second by Arbogast to adjourn the meeting.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:38 p.m..

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Alina Hartley  
Executive Director