

LIVINGSTON COUNTY BOARD
ELECTIONS COMMITTEE
MINUTES OF NOVEMBER 4, 2019

Committee Chair Marty Fannin called the meeting to order at 5:02 p.m. in the committee meeting room of Livingston County Historic Courthouse.

Present: Fannin, Allen, Barickman, Steichen, Vietti, Vitzthum, Wilkey

Absent:

Also Present: Chair Kathy Arbogast, County Board Members Mark Runyon, Mike Kirkton, Linda Ambrose, Jim Blackard, Executive Director Alina Hartley, Finance Director Diane Schwahn, Human Resources Director Ginger Harris

Fannin called for any additions or corrections to the agenda with none requested. *Motion by Wilkey, second by Steichen to approve the second agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the October 17, 2019 meeting. *Motion by Wilkey, second by Allen to approve the minutes as submitted.* **MOTION CARRIED WITH ALL AYES.**

Reappointment Keith Bahler – Regional Planning Commission

Reappointment Rudy Piskule – Regional Planning Commission

Chuck Schopp was present to discuss the reappointments of Keith Bahler and Rudy Piskule to the Livingston County Regional Planning Commission. *Motion by Steichen, second by Wilkey to recommend approval of the reappointments.* **MOTION CARRIED WITH ALL AYES.**

Fifth Third Bank Commercial Credit Card Agreement – Hartley provided a copy of all the documents associated with the Fifth Third Commercial Credit Card Program. Hartley stated that the annual fee of \$250 is waived if the county spends more than \$350,000 annually. Hartley stated that \$350,000 is also the threshold to earn a rebate of .5%. Hartley stated that the goal is to spend enough to earn the rebate and utilize the rebate for employee incentives. Hartley stated that if not, the \$250 fee is worth the extra oversight the program will provide. Hartley noted that the bookkeeping department does not receive all the bank statements so there is no way to verify that all charges are business appropriate and paid. Hartley stated that as per policy all cards will have a limit of \$3,000 unless a higher limit is requested. Hartley stated that Public Health has requested a higher limit of \$15,000 as the card is used to purchase medications/vaccinations. Hartley stated that a full list of card holders will be provided to the committee at the next meeting. Hartley also noted that she and Schwahn would have the ability to go in and increase the credit limit on a temporary basis should a department official need a higher limit for short period of time. Hartley stated that after the purchase the limit would revert to the \$3,000. Discussion took place. *Motion by Steichen, second by Wilkey to recommend approval of the Fifth Third Commercial Credit Card Agreement.* **MOTION CARRIED WITH ALL AYES.**

Motion by Wilkey, second by Vietti to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 5:13 p.m..

Alina M. Hartley
Executive Director