

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF FEBRUARY 5, 2020

Committee Chairman 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, Slagel, Bunting, Earing, , Lovell

Absent: Fannin, Kirkton

Also Present: County Board Chair Kathy Arbogast, County Board Member Jim Blackard, Executive Director Alina Hartley, Treasurer Nikki Meier, Finance Director Diane Schwahn, HR Director Ginger Harris, Coroner Danny Watson.

Shafer called for any additions or corrections to the agenda. *Motion by Slagel; second by Lovell to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of January 8, 2020 meeting. *Motion by Bunting, second by Lovell to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

Semi-Annual Report County Clerk – Kristy Masching was present to review her semi-annual report with the Committee. *Motion by Earing, second by Lovell to recommend approve of the County Clerk’s Semi-Annual Report. MOTION CARRIED WITH ALL AYES.*

Semi-Annual Report Circuit Clerk – Leann Dixon was present to review her semi-annual report with the Committee. In addition, Dixon reviewed changes in the fee schedules that were implemented July 1st. Dixon also reported on the waivers that were available. Dixon reported that 64 of the 65 waiver applications were approved at 100%. *Motion by Bunting, second by Slagel to recommend approval of the Circuit Clerk’s Semi-Annual Report. MOTION CARRIED WITH ALL AYES.*

Resolution Authorizing Year End Transfers – Schwahn reported that there were unexpected expenses associated with the all hazards mitigation grant that was received. Schwahn stated that in addition there was a small additional amount requested for the coroner’s office. *Motion by Fannin, second by Lovell to recommend approval of a resolution authorizing the transfer of funds. MOTION CARRIED WITH ALL AYES.*

Finance Report – Schwahn distributed a copy of the Finance report for the Committee’s review. Schwahn noted that she added a column for YTD budget to help reflect some of the expenses that are paid right at the beginning of the year. Schwahn stated that she is still working to get all of the upfront expenses categorized correctly, so some may not be reflected yet. Schwahn reviewed some of the departments who are currently showing expenses in excess of the year to date including the County Clerk for election expenses,

the Assessor for the DevNet payment, maintenance contracts, the purchase of carpet for IHR. Schwahn also noted that utilities are showing over, but there are still some expenses reflected that will be accrued back to 2019. Schwahn reported that the jail is the only account that she is currently concerned about with overages in both regular and transport overtime, as well as transport wages. Schwahn noted that the biggest increase stems from the medical contract. Schwahn stated that a 2.5% increase was included in the budget and the new contract includes an increase of 8%. Discussion took place regarding the contract and its review and approval process.

Other Business to Come Before the Committee – Meier reported that she is participating in a new program through Midland States Bank available to mostly governmental agencies, with a slightly higher interest rate than Imet is providing. Meier stated that the most of the cash is liquid so she transferred the construction fund over since it's still unknown when expenses will be paid. Meier stated that this account functions as a checking account.

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

Public Comment – There was no public comment.

Motion by Bunting, second by Earing to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting at 7:05 p.m..

Alina Hartley
Executive Director