

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF APRIL 9, 2020

Chairman Kathy Arbogast called the meeting to order at 5:00 p.m. Pursuant to Governor's Executive Order 2020-07, this meeting was held remotely with most individuals participating through Zoom or Teleconference.

Present via Zoom: Arbogast, Bunting, Allen, Carley, Kestner, Lovell

Present via Teleconference: Shafer, Vietti

Absent: Fannin, Killian

Also Present: Executive Director Alina Hartley, County Board Members Gina Manker, Jim Blackard and Linda Ambrose, Network & Computer Systems Administrator Jon Sear, Human Resources Director Ginger Harris, and Finance Director Diane Schwahn.

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

The Committee reviewed the minutes of the March 5th, 2020 meeting. *Motion by Lovell, second by Bunting to approve the minutes. MOTION CARRIED WITH ALL AYES.*

Strategic Planning – Arbogast stated that with everything going on, it was her intent to forego the planning process for this year. Arbogast stated that there were still a lot of goals that were in process and not yet achieved that would be carried over for 2020. Hartley presented a draft of the 2020 Strategic Plan. Hartley stated that the goals that had been achieved were removed. Hartley stated that the only other change was the budgetary goal for 2021. Hartley stated that the prior goal had been achieved. Hartley stated that what's proposed is holding the line on the general fund functional deficit at \$1.2 million. Hartley stated that it's not yet clear how much revenues will decline based on changes in the economy. Discussion took place. *Motion by Vietti, second by Carley to recommend approval of the 2020 Strategic Plan and Goals as presented. MOTION CARRIED WITH ALL AYES.*

COVID 19 Response – Arbogast reported that there were three new cases being reported for the day. Arbogast also noted that the DOC numbers will start being reported with our numbers, noting that there was currently one case.

The Committee reviewed a guidance letter that was distributed to department heads in regards to COVID 19. Hartley stated that according to the Governor's executive order, it was up to the County to determine what employees were essential to daily operations.

Hartley stated that the policy would state that all employees are essential pursuant to the Governor's order. Hartley stated that the policy encourages department heads to evaluate the needs of the office on a daily basis to determine what staffing is necessary to meet their statutory obligations. Hartley stated that employees will be compensated at their regular rate of pay as long as they follow the Stay at Home order. Discussion took place. *Motion by Shafer, second by Vietti to recommend approval of the COVID 19 policy as presented.* **MOTION CARRIED WITH ALL AYES.**

Comments from Committee Chairman –

On behalf of the Finance Committee, Shafer reported that the Committee heard from auditors regarding the FY 2019 audit. Shafer indicated that the audit went well, with some suggestions, but nothing significant. Shafer also reported that the Committee discussed the possibility of financing the H&E building with interest rates being so low. Shafer reported that the Committee also discussed extending the penalty period for property and mobile taxes.

On behalf of the Sheriff, Jail & License Committee, Carley reported that the Sheriff reported that things are running smoothly. Carley reported that there are no COVID cases in the jail. Carley reported that precautions have been taken and transfers have been limited.

On behalf of Highway, Lovell reported that the Committee will be presenting letting results and an agreement on a bridge in Sunbury road district.

On behalf of the Veterans Committee, Kestner reported that the department is currently under budget.

Motion by Vietti, second by Lovell to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:29 p.m..

Alina Hartley
Executive Director