

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF JANUARY 7, 2021

Chairman Kathy Arbogast called the meeting to order at 5:00 p.m. Pursuant to Public Act 101-0640 and the Gubernatorial Disaster Proclamation related to COVID 19, participation in this meeting was offered in person, through Zoom and by teleconference.

Present: Arbogast, Bunting, Carley, Fannin, Kirkton, Lovell, Shafer, Vietti

Present via Zoom: Kestner

Absent: Vitzthum

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

Arbogast called for any additions or corrections to the agenda with none requested. *Motion by Lovell, second by Carley to approve the agenda as presented. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: Arbogast, Bunting, Carley, Fannin, Kestner, Kirkton, Lovell, Shafer, Vietti. Nays: None. Absent: Vitzthum.

The Committee reviewed the minutes of the November 5, 2020 meeting. *Motion by Fannin, second by Carley to approve the minutes. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: Arbogast, Bunting, Carley, Fannin, Kestner, Kirkton, Lovell, Shafer, Vietti. Nays: None. Absent: Vitzthum.

2021 Strategic Planning Sessions – Arbogast noted that placemats had been added at each table so the Strategic Plan is in front of you at all times. Arbogast stated that the Strategic Planning process takes a lot of time and effort to put together, and in order for the process to be successful, there must be a commitment from both department heads and the Board. Hartley reported that tentatively they are looking at March 23rd and the week of March 29th to do the Strategic Planning Sessions. Hartley stated that the first session will be a comprehensive review of the financials including revenues, expenses and all the different fund types and their sources. Hartley stated that this will be an updated review for many, but since there were several new board members she felt it would be beneficial. A lengthy discussion took place regarding the Chair's statement regarding commitment and deviations from the Strategic Plan and the goals that are set. Overall the commitment referenced does not mean that nothing can deviate from the plan, it means that when something does, that department heads (or the presenting board member if applicable) are charged with proving their request is absolutely necessary, and board members are charged with ensuring they have done so.

Other Business to Come Before the Committee – Hartley distributed a draft of the proposed COVID Relief Stimulus Grant for review and discussion.

Comments from the Chair – Arbogast requested that all the chairman make an effort to sit on the tables facing the screen so they can see anyone wishing to be addressed. Arbogast requested that board members always leave a seat available for the chairman.

Comments from Committee Chairman –

On behalf of the Ag, Zoning and Emergency Services Committee, Bunting reported that the Committee will didn't have any action items for the full board. Bunting reported that the Committee will be updating the Comprehensive Plan. Bunting reported that the landfill numbers are down due to the pandemic and they are working to move the pipeline.

On behalf of the IT Committee, Fannin reported that the Committee discussed the hiring of a FT IT Assistant.

On behalf of Elections, Kirkton reported that the Committee will be reviewing the Standing Rules. Kirkton noted that there will be a survey coming out on re-apportionment in an attempt to bring the scope to focus.

On behalf of the Personnel Committee, Vietti reported that the Committee met in joint session to review the staffing request for IT.

On behalf of the Finance Committee, Shafer reported that the Committee discussed the possibility of offering a grant.

On behalf of the Highway Committee, Lovell reported that the Committee did not meet, but will have a full meeting in February.

On behalf of the SJL Committee, Carley reported that the Committee is recommending approval of a liquor license application. Carley noted that they are keeping up with cleaning at the jail and there are currently no COVID cases.

On behalf of the VAC Committee, Kestner reported that they Committee had a standard meeting and the department is well within their budget.

Motion by Carley, second by Vietti to adjourn the meeting. **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Arbogast, Bunting, Carley, Fannin, Kestner, Kirkton, Lovell, Shafer, Vietti. Nays: None. Absent: Vitzthum.

Meeting adjourned at 5:46 p.m..

Alina Hartley, Executive Director