

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF JULY 8, 2021

Chairman Kathy Arbogast called the meeting to order at 5:00 p.m. in the County Board Room of the Historic Courthouse.

Present: Arbogast, Carley, Fannin, Kestner, Lovell, Shafer, Vietti
Vitzthum

Absent: Bunting, Kirkton

Also Present: County Board Members Linda Ambrose and Gerald Earing, Finance Director Diane Schwahn, Human Resources Director Ginger Harris, and Executive Director Alina Hartley, Representative Tom Bennett

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

The Committee reviewed the minutes of the July 8, 2021 meeting. *Motion by Shafer, second by Vitzthum to approve the minutes of the July 8, 2021 meeting as presented. MOTION CARRIED WITH ALL AYES.*

FY 2022 Budget & Capital Requests

County Board and County Board Office – Hartley reviewed the proposed budgets for the County Board and County Board Office. Hartley noted that the proposed budgets met the allocation given. Hartley then reviewed the County Miscellaneous & Legislative Support budget with the Committee. Hartley noted that the increase included funds to cover the possible retirement of two officers in the Sheriff's Department.

Finance – Diane Schwahn reviewed the proposed budget for the Finance Department with the Committee. Schwahn noted that there was a minor increase to cover the cost associated with office supplies, envelopes, and 1099 costs.

Human Resources – Harris reviewed the proposed budget for the Human Resources Department. Harris reported that her budget met the allocation given. Harris reviewed two capital requests including a learning management system at \$47,800 and a succession planning and workforce development tool at \$21,000.

Motion by Fannin, second by Vietti to forward the requests as submitted. MOTION CARRIED WITH ALL AYES.

Comments from the Chair – Arbogast stated that there are a lot of things coming up that will require the board's attention. Arbogast stated that with the minimum wage increase being implemented, and the rapid adjustments in the market, all salaries will

need to be reviewed. Arbogast stated that in order to retain employees, the county will need to be competitive.

Comments from Committee Chairman –

On behalf of the IT Committee, Fannin reported that the Committee had ongoing conversations about cyber security.

On behalf of the VAC Committee, Kestner reported that the meeting reviewed the budget request.

On behalf of the Finance Committee, Shafer reported that the heard the budget request of the Treasurer, Clerk and Assessor, and began discussions on the budget.

On behalf of the Highway Committee, Lovell reported that the Committee reviewed the Purchasing Policy for the Highway Department. Lovell also reported that the Committee reviewed salary considerations and approved the reappointment of the Highway Engineer.

On behalf of the Property Committee, Vitzthum reported that the Committee discussed the progress on the new building. Vitzthum reported that the siding is scheduled to be delivered on Friday, the compaction issue appears to be handled. Vitzthum stated that they are currently waiting on ComEd to install the transformer.

On behalf of the Ag & Zoning Committee, Earing reported that there are two zoning cases being forwarded to the full board. Earing reported that the recycling event resulted in 98,000 pounds of electronic equipment.

Executive Session – Motion by Fannin, second by Carley to go into Executive Session pursuant to 5 ILCS 120/2 (C)(1) Personnel Matters. MOTION CARRIED ON ROLL CALL VOTE. All voted Aye; none Nay.

Executive session began at 6:00 p.m.

Regular session resumed at 6:28 p.m.

The floor was opened for public comment.

Motion by Lovell, second by Carley to adjourn the meeting. MOTION CARRIED WITH ALL AYES. Meeting adjourned at 6:29 p.m..

Alina Hartley
Executive Director