

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF NOVEMBER 3, 2021

Committee Chair Tim Shafer called the meeting to order at 6:00 p.m. in the County Board Room of the Historic Courthouse.

Present: Shafer, Slagel, Bunting, Earing, Fannin, Kirkton, Lovell

Absent:

Also Present: County Board Chair Kathy Arbogast, County Board Members Linda Ambrose, Seth Welch, Bill Mays, Finance Director Diane Schwahn, Treasurer Nikki Meier, County Clerk Kristy Masching, Public Health Administrator Jackie Dever, Executive Director Alina Hartley, Jessica Siwak (IHR), and Jodi Martin (Boys & Girls Club)

Shafer called for any additions or corrections to the revised agenda with none requested. *Motion by Fannin; second by Earing to approve the revised agenda as presented.*
MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the October 6, 2021 meeting. *Motion by Slagel, second by Kirkton to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

Review of Remaining RFP Proposals – American Rescue Plan –

IHR Biofeedback Program & Telehealth – Jessica Siwak of IHR was present to review the proposed Biofeedback & Telehealth Programs with the Committee. Siwak stated that with COVID they are seeing more and more depression, stress and anxiety. Siwak stated that Biofeedback is generally only offered by private entities and through insurance, but IHR saw this as an opportunity to provide the service to the community. Siwak stated that Biofeedback is a technique that helps to reduce depression and anxiety symptoms by measuring physiological changes in your body, such as your heart rate, while over time teaching one to control these symptoms. Siwak stated that the program will provide measurements that can be tracked and will measure success of the program. Siwak stated that during COVID telehealth began as an option, and IHR sees this as a continued need in the community. Siwak stated that the funding will allow all therapies to have access and be able to provide this access going forward.

Boys & Girls Club – Jodi Martin of the Boys & Girls Club was present to review the requests on behalf of the Boys & Girls Club. Martin reported that during the stay at home orders, the Boys & Girls Club remained open in order to provide services to essential workers. Martin stated that the first request was for the replacement of the carpet to a nonporous tile. Martin stated that changing the flooring will help to keep the facility clean. Martin stated that the Summer Day Camp grant has been provided previously to essential workers and those that otherwise cannot afford their services.

Martin stated that the grant will allow the club to provide 40 scholarships to families in need. Martin stated that the last two requests are to provide a \$300 hiring incentive to thirteen new hires and provide a premium pay to frontline workers increasing their salaries from \$11-\$13.

Public Health – Jackie Dever was present to review her request for a drive thru facility. Dever stated that the department has always had difficulty with locations to hold clinics, however, with the pandemic the issue has come to the forefront. Dever reported that the department has tried to utilize tents, but that has been an issue in any type of inclement weather. Dever stated that this provides much better efficiency for the staff and for the clients. Dever stated that the facility can also be used for flu vaccinations and immunizations and would allow the department to increase the number of individuals served within the County. Dever reported that the staffing was requested in case there was no funding available through the state. Dever stated that it does appear there will be funding at least for 2022, so that request can be put on hold.

County Clerk – Kristy Masching reported that she is requesting funding for the further digitization of the microfilm cards. Masching stated that with the restrictions the office limited the number of individuals who were allowed in at one time in order to protect both the employees and the citizens. Masching stated that this will allow the department to offer a full 40 years' worth of records online which is what the searchers are generally looking for.

Discussion took place regarding the remaining items with the consensus of the Committee to approve the Summer Day Camp program, the premium pay for the Boys & Girls Club, the biofeedback and telehealth programs for IHR, \$210,000 for the Dwight Fire Protection District, the imaging project for the County Clerk and the drive thru facility for the Public Health Department for a total of \$1,028,672.05. Further discussion took place regarding the schools community wireless project with the consensus of the Committee being that they would like to see the funding opportunity offered to all the school districts of the County. The Committee requested that Pontiac 90 and Pontiac 429 host an informational meeting with all the county school districts regarding the project. Consensus of the Committee was that if Pontiac 90 and 429 did so, they would approve an allocation of \$1,000,000 towards their project. *Motion by Fannin, second by Earing to approve the ARPA projects as outlined above.* **MOTION CARRIED WITH ALL AYES.**

Resolutions: Authorizing Transfer of Deeds – Treasurer Nikki Meier was present to request authorization for the transfer of four deeds resulting from the sealed bid auction. *Motion by Earing, second by Bunting to recommend approval of the transfers as submitted.* **MOTION CARRIED WITH ALL AYES.**

FY 2022 Budget, Capital Requests & Levies – Schwahn presented an outline of the changes to the FY 2022 budget. Hartley reported on an issue with the medical contract that was discovered upon the retirement of Superintendent Inman. Hartley stated that

there prior to Inman's retirement he had signed a contract with a new medical provider, but did not have sufficient funds in his 2022 proposed budget to cover the expense. Hartley stated that upon Inman's retirement there were two reconciliation invoices presented for payment (by the current medical provider) that totaled just under \$100,000. Hartley reported that the invoices and contract was reviewed internally and with the State's Attorney's office to see if those costs could be disputed. Hartley stated that unfortunately, the contract was not reviewed by the State's Attorney's office prior to being signed and is poorly written. Hartley stated that according to the contract terms there is a monthly payment which was being paid all along, and then a reconciliation that is done by the vendor which allows them to claim all their costs in excess of the monthly fee. Hartley stated that upon his departure Inman provided the two reconciliations referenced. Hartley stated that the reconciliation included staffing charges for nurses traveling from out of state, including Tennessee, all their travel expenses, lodging costs, meals, etc. Hartley stated that according to the contract, these are all allowable expenses, and the county will be liable for these expenses. Hartley stated that it is estimated that the jail will be over budget by approximately \$200,000 in medical expenses, and \$150,000 in personnel expenses by the end of the year (2021). Hartley stated that it may be necessary to cover the reconciliation payments out of the Pontiac Host Fund as there may be a shortfall in appropriations within the general fund. Hartley stated that exceeding the appropriations could result in a finding within the annual audit. In addition, Hartley stated that the FY 2022 budget for medical expenses will need to be increased by \$100,000 in order to cover the contract for the new medical provider. Sheriff Childress was present and addressed the Committee accepting responsibility for the issue by allowing his management to negotiate contracts without oversight and vowing to ensure that all future contracts are reviewed by the State's Attorney's office prior to being signed. A lengthy discussion took place regarding the process and authorities provided. *Motion by Fannin, second by Kirkton to recommend approval of the FY 2022 budget, capital requests and levies.* **MOTION CARRIED WITH ALL AYES.**

Approval of RFP Results Land Records Imaging Project – Kristy Masching reported that she only received one bid in response to her RFP. Masching reported that the State Attorney had reviewed the contract and had made some minor recommendations. Masching reported that bid came in at \$83,983.50, compared to the budgeted amount of \$100,000. It was noted that the cost could vary somewhat because it's based on estimated pages. *Motion by Bunting second by Fannin to recommend acceptance of the land records imaging project proposal submitted by Fiddler.* **MOTION WITH ALL AYES.**

Authorization to proceed with 2022 Vehicle Purchases – Hartley stated that last month the Committee authorized her to proceed with the 2022 purchases for the Sheriff's department including three Explorers and one pickup truck for animal control. Hartley stated that she would now like approval to proceed with the purchase of an Explorer for the Coroner's office and a caravan for the jail. It was noted that the vehicle for the Coroner's office should be properly marked as Coroner vehicle similar to the Sheriff's vehicles. *Motion by Earing, second by Kirkton to authorize the 2022 vehicle purchases as requested.* **MOTION CARRIED WITH ALL AYES.**

Monthly Finance Report – Schwahn provided a copy of the monthly Finance Report to the Committee for review. Schwahn stated that there was nothing additional to report at this time.

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

The floor was opened for public comment.

Motion by Fannin, second by Lovell to adjourn. **MOTION CARRIED WITH ALL AYES.**

Meeting adjourned at 8:32 p.m..

Alina Hartley
Executive Director