

LIVINGSTON COUNTY BOARD
EXECUTIVE COMMITTEE
MINUTES OF MAY 4, 2022

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

Present: Arbogast, Bunting, Carley (arrived at 5:22 p.m.), Fannin, Kirkton, Shafer

Absent: Lovell

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

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

The Committee reviewed the minutes of the March 9, 2022 meeting. *Motion by Fannin, Vitzthum to approve the minutes of the March 9, 2022 meeting as presented. MOTION CARRIED WITH ALL AYES.*

Approval of 2022 – 2023 Strategic Plan / Goals – The Committee reviewed a draft of the 2022 – 2023 Strategic Plan and Goals, including the Roadmap, SWOT Analysis and Strategic Priorities and Goals. Hartley stated that the shift in presentation is due to GFOA’s recommendations for budget presentation and how the planning process aligns with the budget process. Hartley stated that this way the overall priorities of the county, as identified during the planning process, are used to drive decisions. Discussion took place with the consensus of the Committee to remove the prioritizations identified during goal setting and address formatting issues within the document. *Motion by Bunting, second by Kirkton to recommend approval of the Strategic Priorities and Goals as presented with changes as discussed. MOTION CARRIED WITH ALL AYES.*

Human Resources Director Report – Harris reported that the workman’s comp claims have decreased over the previous couple of months. Harris noted that there were still two active cases.

Harris reported that the Learning Management System is set up, but there have been some connectivity issues between the county’s server and their program. Harris stated that as soon as that issue is resolved with IT, we will roll the program out.

Harris reported that she has begun the process of collecting and reviewing data in regards to the upcoming contract negotiations. Harris stated that as part of the process, they will look at compare like positions within other counties, local businesses and within the County itself. Harris reported that the review of the Salary Schedule has also begun. Harris reported that the goal is to have a proposal for the Committee's review in June for consideration.

Executive Director Report – Hartley reported she is working with Farnsworth and Madison Construction on the closeout of the new H&E Building. Hartley stated that there are still a few remaining items on the punchlist, as well as prevailing wage reports that need to be submitted to the Department of Labor, and final lien waivers from subcontractors.

Hartley reported that the abatement project should wrap up in the next coming weeks, allowing a week or so for training by the Sheriff's Department and the Fire Department.

Hartley reported that two grants were submitted under the Rebuild Illinois Program totaling \$75,000 for the Phase II parking at H&E. Hartley stated that there is one additional grant for \$20,000 that she will submit this coming month for the Sheriff's Department door project.

Hartley reported that she attended the first couple of 911 meetings and will begin providing reports to the Ag, Zoning & Emergency Services Committee to help keep them informed. Hartley stated that a transition to StarCom and the elimination of the UHF radio system will be big issues for the smaller fire departments, and board members have already begun receiving calls in regards to the change. Discussion took place on some of the key issues VCom is facing.

Comments from the Chair – Arbogast reported that she received one letter of interest in regards to the District 3 vacancy. Arbogast reported that she will be recommending the appointment of Vicki Allen to fill the unexpired term. Arbogast noted that there will be a town hall meeting to discuss the Pontiac Correctional Center to be held on May 10th at 6:30 p.m..

Comments from Committee Chairman –

On behalf of the Highway Committee (in the absence of Lovell), Arbogast reported that plans for the new building are complete and copies are available for review in the County Board Office and at the Highway Department. Arbogast stated that the highway committee reviewed a bridge and culvert and are recommending approval.

On behalf of the Sheriff, Jail & License Committee, Carley reported that liquor licenses have been distributed and everything appears to be running smoothly. Carley commended the staff.

On behalf of the Property Committee, Vitzthum reported that the Committee is recommending approval of the one bid received in response to the ADA modifications at the Law & Justice Center. Vitzthum reported that abatement is progressing well. Vitzthum reported that they are working on the plans for the drive up facility.

On behalf of Rules, Legislation, Veterans and Community Services Committee (RLVC), Kirkton reported that the committee approved six appointments. Kirkton reported that the committee met with Futures Unlimited this month and will meet with Mid Central Community Action next month.

On behalf of the Finance Committee, Shafer reported that the committee received an excellent audit report. Shafer commended the staff for a job well done. Shafer reported that the Committee approved the sale of some excess vehicles and heard a report on the State's decision to increase the sheriff's salary while reimbursing the County for two-thirds of the new salary.

On behalf of the IT Committee, Fannin reported that the Committee did not meet, but noted that the camera project was about half complete.

The floor was open for public comment.

Executive Session – *Motion by Fannin, second by Carley to go into Executive Session pursuant to 5ILCS 120/2 (c)(21) Semi-Annual Review of Executive Session Minutes.*

MOTION CARRIED ON ROLL CALL VOTE. All voted Aye; none Nay.

Executive Session began at 5:59 p.m..

Regular Session resumed at 6:01 p.m..

Action Resulting from Executive Session – *Motion by Fannin, second by Bunting to approve for content and open the Executive Session minutes of July 8, 2021, and further authorize the destruction of all verbatim records dated eighteen months and older previously approved for content.* **MOTION CARRIED WITH ALL AYES.**

Motion by Fannin, second by Carley to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 6:02 p.m..

Alina Hartley
Executive Director