

LIVINGSTON COUNTY BOARD
EXECUTIVE COMMITTEE
MINUTES OF JUNE 8, 2022

Chairman Kathy Arbogast called the meeting to order at 5:01 p.m. in the County Board Room of the Historic Courthouse.

Present: Arbogast, Bunting, Carley, Fannin, Kirkton, Shafer, Vitzthum

Absent: Lovell

Also Present: County Board Members Linda Ambrose, and Jim Blackard, Executive Director Alina Hartley, Finance Director Diane Schwahn, Human Resources Director Ginger Harris

Arbogast called for any additions or corrections to the agenda with none requested.

Motion by Carley, second by Fannin to approve the revised agenda as presented.

MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the May 4, 2022 meeting. *Motion by Fannin,*

Shafer to approve the minutes of the May 4, 2022 meeting as presented. **MOTION**

CARRIED WITH ALL AYES.

Requests for Approval of Travel Expenses – Hartley reported while participating in the Connect Illinois Broadband Planning Program, Mark DeKeersgieter suggested that the County may wish to consider sending a representative to the Fiber Connect Conference in Nashville to represent the County. Hartley stated that Chair Arbogast and IT Chair Fannin, reviewed the content and agreed it would be beneficial. Hartley reported that there are sufficient funds within the budget to cover the conference. Hartley stated that the hotel where the conference is being hosted was booked, so she needed to look outside the convention center. Hartley stated that she was able to find a room for \$458.15 (an average of \$152 a night, noting some nights may be more expensive than others). Hartley reported that the travel policy stated that hotel expenses out of state in excess of \$130 per night require board approval. Hartley noted that the cost of the room at the conference center would have been \$234 per night and would not have required board approval based on the current policy. Discussion took place. Kirkton questioned the possibility of increasing the mileage reimbursement rate based on the increase in fuel costs. The Committee will continue discussion at a later meeting. *Motion by Bunting, second by Shafer to recommend approval of a resolution authorizing travel expenses as outlined.* **MOTION CARRIED WITH ALL AYES.**

Amendment of Salary Schedule – Harris presented a draft Salary Schedule amendment for the Committee's review. Harris stated that in order to remain competitive in today's job market, and in response to the minimum wage increases in Illinois, a comprehensive review of the salary schedule was conducted by comparing like positions within other

counties, other businesses in Livingston County, and similar positions within the county itself. Harris reported that the Finance Committee did review and is recommending the full board approve the amendment. Harris noted that she had received some questions following the Finance meeting. Harris stated that for clarification, the proposal does not include salary adjustments for the entire staff in relation to the proposed changes. Harris stated that the salary schedule is a guide for HR and managers to utilize as they work to set an appropriate pay rate or salary for a particular position. Discussion took place. *Motion by Fannin, second by Carley to approve the Salary Schedule amendment as presented.* **MOTION CARRIED WITH ALL AYES.**

Human Resources Director Report – Harris reported that the Learning Management System is ready to go. Harris reviewed some issues with the implementation which she was able to work through. Harris stated there are three programs that will be required including Cyber Train, Harrasment and Unconscious bias.

Harris reported that due to the connectivity issues experienced with Learning Management, she has begun to explore subscription-based software program for payroll. Harris reported that subscription based software is where most companies are headed. Harris stated that this will eliminate purchasing software to be housed on the county server. Harris stated that instead, you pay a subscription fee to utilize the software.

Harris reviewed several open positions with the Committee.

Executive Director Report – Hartley reported that the abatement project has been completed. The fire department was able to utilize the building for a few days of training. Hartley noted that the fire department expressed their gratitude to the board for allowing them to utilize the building.

Hartley reported that a kickoff meeting was held on the demolition project. Hartley noted that they are currently waiting on ComEd to relocate the current service from the old building to the former IHR building. Hartley noted that it is anticipated that the demolition project will begin within the next two weeks.

Hartley reported that she released RFP's for the sale of excess property along with the jail door project. Hartley reported that the grant application for the door project was also submitted to DCEO and already received approval. Hartley reported that the RFP for the ARPA funds is ready to be released, but the second distribution had not yet been received. Hartley reported that if the distribution is received later this month, it is likely that the responses will be due in August.

Hartley reported that the Drive Thru and Phase II parking projects are in the final stages of planning. Hartley noted that it is likely that the projects will be released for bid within the next few weeks.

Comments from the Chair – In the absence of Lovell, Arbogast reported that bids were received for the Highway Maintenance Building project. Arbogast reported that the Highway Committee is recommending the bid of Vissering Construction be accepted along with alternate #1 to add an additional bay. Arbogast noted that the project had been approved by both Highway and Finance. Arbogast stated that she was approached by a board member requesting that she consider appointing an ad-hoc committee to look at possible changes to the building in an attempt to reduce costs. Arbogast stated that she felt like the cost of the building would just get higher with the inflation that is being experienced. Discussion took place with the overall consensus being to proceed with the project.

Comments from Committee Chairman –

On behalf of the Sheriff, Jail & License Committee, Carley reported that things appear to be running well. Carley reported that there is currently an issue with the counseling services being provided by IHR, but the department is looking at possible options.

On behalf of the Property Committee, Vitzthum reported that there are a few minor issues at the new H&E building that are being worked through. Vitzthum reported that demolition appears to be on target. Vitzthum reported that the Committee reviewed a proposal for the rear of the Law & Justice Center and are proceeding with repairs. Vitzthum reported that Verdun is working with Abraham on masonry repairs that will need to be made.

On behalf of Rules, Legislation, Veterans and Community Services Committee (RLVC), Kirkton reported that the committee reviewed some appointments that will be forwarded to the full board. Kirkton reported that the Committee heard from Mid Central Community Action on the services that they provide.

On behalf of the Finance Committee, Shafer reported that the Committee has begun the budget process and reviewed and approved the annual budget calendar and guidelines. Shafer reported that the Committee also reviewed a resolution for the Sheriff's salary based on the changes implemented by the State of Illinois.

On behalf of the Ag & Zoning Committee, Bunting reported that the Committee has one action item coming before the board which is a resolution for allies in agriculture. Bunting stated that there will be two solar farms likely come before the board in August, after they are reviewed by the Planning Commission and ZBA in July. Bunting stated that the Committee had a discussion on mineral extraction fees.

On behalf of the IT Committee, Fannin reported that the Committee did not meet, but will likely meet in July or August. Fannin commented on the Fiber Connect conference indicating that he felt it was full of content that can be beneficial to the County has we work towards developing a broadband plan.

The floor was open for public comment.

Motion by Fannin, second by Shafer to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:49 p.m..

Alina Hartley
Executive Director