

LIVINGSTON COUNTY BOARD
EXECUTIVE COMMITTEE
MINUTES OF JULY 7, 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, Carley, Lovell, Shafer, Vitzthum

Absent: Bunting, Fannin, Kirkton,

Also Present: County Board Members Linda Ambrose, Bob Weller 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 Lovell, second by Carley to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the June 8, 2022 meeting. *Motion by Carley, Vitzthum to approve the minutes of the June 8, 2022 meeting as presented. MOTION CARRIED WITH ALL AYES.*

Approval of Job Description – Executive Assistant – Hartley presented a copy of the job description for the Executive Assistant. Hartley stated that the position request was presented to the Finance Committee on Tuesday and was approved. Hartley stated that since the Committee wanted to position to be filled as soon as possible, it will be forwarded to the full board for approval. Discussion took place. Consensus of the Committee was to approve the request as presented and concur with the Finance Committee to proceed as soon as possible.

Amendment of Salary Schedule – Harris reported that she presented additional information to the Finance Committee concerning the amendment to the salary schedule. Harris reported that the Finance Committee once again approved the request and is forwarding the request to the full board for approval. Harris stated that she would answer any questions from Committee members. There was no objection to the item proceeding to the full board for approval.

Human Resources Director Report – Harris reported that the Learning Management System is operational, and the majority of the employees have completed the mandatory training, and some have explored the optional training so the system is being utilized. Harris reported that the second half of the Learning Management System is the Cyber Recruiter which will give her the option to post employment opportunities through a portal that will be accessible to the public. Harris stated that applicants will have the ability to submit their applications directly online through the portal. Harris stated that

the system will provide the necessary notifications to those who interviewed and were not selected and employees who are selected will have access to the mandatory forms such as the I-9, W-4's, FMLA and COBRA compliance.

Harris reported that she has begun the process of reviewing the current contracts in preparation of negotiations along with gathering comparable salary and benefit information. Discussion took place. It was noted that negotiation guidelines had been given by the Finance Committee in regards to the negotiations in executive session. Harris reviewed current job openings including Deputy Clerk in Assessments, Maintenance Laborer and Mechanic, and Correctional Officers.

Executive Director Report – Hartley reported that she attended the Fiber Connect four-day conference in Nashville. Hartley stated that she was able to make some connections, received some insight and perspective from other governmental entities that have been successful in these initiatives. Hartley stated that more than anything the event was forward thinking in regards to how the demand for broadband is expected to grow over the next several years and how important it is as a community to be prepared. Hartley reported that the Connect Illinois Broadband Planning Sessions are ongoing. Hartley noted that a survey had been released last week and she would encourage everyone to complete the survey.

Hartley reported that the bids for the door security system were released and only one bid received in response which will be forwarded to the full board for approval. Hartley reported that all three excess vehicles were sold at auction. Hartley further reported that the RFP for the ARPA funds had been released and will be due on August 31st. Hartley noted that while it was not discussed at the property committee, the lease for the farm ground is set to expire in October so she will begin preparation for that RFP. Hartley reported that final switch over for the service at the old H&E building is set to occur next week and demolition is scheduled to begin on July 18th.

Comments from the Chair – Arbogast encouraged board members to help spread the word about the Broadband survey. Arbogast noted that there is a link on the front page of the county website. Arbogast reported that the Open House for the H&E building is scheduled for August 24th from 4-6 p.m.. Arbogast reported that there is currently a vacancy on the Mid Central Community Action Board.

A discussion took place regarding a letter received from the IHR Board and the inaccuracies contained within. Consensus of the Committee was that a response should be sent to each of their board members pointing out the inconsistencies within the letter along with the boards decision to not reimburse their investments in the property.

Comments from Committee Chairman –

On behalf of the Finance Committee, Shafer reported that the Committee approved the sale of a mobile home, an adjustment to the Public Defender's salary and approved

budget recommendations. Shafer commended the new Public Defender on her attendance at the Board meetings, noting that had not been done in the past.

On behalf of the Property Committee, Vitzthum reported things are moving along with ComEd setting the meter today. Vitzthum reported that they are still working through some punchlist items. Vitzthum reported that the plans for the drive up are nearly complete, but a few last minute changes were being looked at.

On behalf of the Sheriff, Jail & License Committee, Carley reported that the Committee will have one action item being presented to the full board for the approval of a contract for the electronic door security control system. Carley reported on some potential upcoming retirements and possible changes that would need to be made.

On behalf of the Highway Committee, Lovell reported that their new truck and patcher were on display. Lovell reported that there were some larger repair items. Lovell noted that construction for the building is set to begin in mid-July.

The floor was open for public comment.

Motion by Carley, second by Lovell to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:42 p.m..

Alina Hartley
Executive Director