

LIVINGSTON COUNTY BOARD  
FINANCE COMMITTEE  
MINUTES OF JULY 5, 2022

Committee Chair Tim Shafer called the meeting to order at 6:01 p.m. in the County Board Room of the Historic Courthouse.

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

Absent:

Also Present: County Board Chair Kathy Arbogast, County Board Members Linda Ambrose, Jim Blackard, Vicky Allen and Mark Runyon, Executive Director Alina Hartley, Finance Director Diane Schwahn, Human Resources Director Ginger Harris, Treasurer Nikki Meier, Assessor Shelly Renken

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

The Committee reviewed the minutes of the June 7, 2022 meeting. *Motion by Bunting, second by Kirkton to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

**County Clerk Semi-Annual Report** – N/A. To be presented in August

**Approval of Trustee Resolutions** – Treasurer Nikki Meier was present to request approval of a resolution authorizing the transfer of a mobile home in Indian Grove Township. *Motion by Welch, second by Fannin to recommend approval of the resolution. MOTION CARRIED WITH ALL AYES.*

**Approval of PSC Electronic Door Security Control System** – Hartley reported that bids were due by June 29<sup>th</sup> for the door control system at the jail. Hartley stated that there were two companies that attended the pre-bid meeting, but only one responded to the RFP. Hartley stated that a bid was received from Security Automation Systems in the amount of \$316,000, plus \$5,000 for an optional additional one-year warranty. Hartley stated that the project was budgeted at \$292,750. Hartley noted that she had applied for a \$20,000 grant through the State of Illinois which would help cover the overage. Discussion took place. Consensus of the Committee was to accept the bid if the company was willing to include the additional one-year warranty at no cost. *Motion by Fannin, second by Earing to recommend board approval of the same. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

**Vehicle Fund Expenses** – Hartley reported that there have been some large increases in the outfitting costs for the patrol vehicles. Hartley stated that the proposal came in at \$19,000 compared to \$15,000 in 2021. Hartley reported that they were working

internally to negotiate the price down, but wanted the Committee to know that the budget will likely be over regardless. Hartley reported that there were a couple of large repairs including a motor replacement, and with the increase in fuel costs, those line items are not looking good either. Hartley further reported that there were some expenses that were originally budgeted for in 2021, that occurred in 2022 due to the delay in the receipt of the vehicles. Hartley stated that at this time she would estimate that the overall vehicle fund budget will be over by approximately \$35,000. Hartley stated that eventually a resolution will need to be passed acknowledging and approving the overage. Hartley requested that the Committee authorize her to proceed with the outfitting of the vehicles at this time. Discussion took place. *Motion by Bunting, second by Fannin to authorize the Executive Director to proceed with the outfitting of the vehicles as discussed.*

**MOTION CARRIED WITH ALL AYES.**

**Public Defender Salary** – Schwahn reported that the resolution is standard resulting in an increase in the States Attorney’s salary. *Motion by Fannin, second by Welch to recommend approval of the Public Defender Salary Resolution.* **MOTION CARRIED WITH ALL AYES.**

**Amendment of Salary Schedule** – Harris reported that the purpose of the salary schedule is to provide consistency and equity among the employees in like positions, like responsibilities and like roles. Harris stated that the schedule is a guide for management and HR to appropriately compensate employees remaining competitive in today’s market. Harris stated that the schedule defines the minimum and maximum an organization should expect to pay for a position, but it does not dictate salaries.

Harris clarified some of the issues raised during the County Board meeting. Harris noted that there were only three individuals who would receive increases as a result of the amendment, all three of whom are at the very bottom of the scale.

Welch reported that he had met with Harris and Hartley regarding the concerns that he raised and was satisfied with the responses. Discussion took place. *Motion by Welch, second by Fannin to recommend the full board approve the salary schedule as presented.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Discussion took place concerning the commercial evaluation position in the Assessor’s office and the salary range that was posted with the position. Renken reported that she initially posted the position at \$22.78, but received no interest. Renken reported that she then posted the position as entry level hoping to train someone from the bottom up. Discussion took place regarding the Vanguard project. Board members expressed concern with having to go through that process again in the future. Board members expressed support for reclassifying the position at a higher salary if needed. Renken stated that it is not her intent to do the Vanguard project again.

**Approval of Job Description – Executive Assistant** – Hartley reported that this position had been discussed a number of times in the past, but she was hesitant to add the position based on the fact that department heads were being asked to hold the line on expenses

and cut where possible. Hartley stated that based on the Strategic Planning Sessions, it was clear that a higher level of service is now wanted and cannot be handled internally without the additional position. Hartley reported that the position will report to her, but will provide administrative assistant to the entire administrative team allowing them to focus on other projects. Hartley stated that the position will be geared towards public relations and a good portion of the position will be updating the county website and implementing a social media presence on behalf of the county. Discussion took place. *Motion by Bunting, second by Kirkton to recommend approval of the additional position.* **MOTION CARRIED WITH ALL AYES.** Hartley questioned how quickly the Committee wished her to proceed with the position with the consensus being immediately upon approval.

**Grant Procedures** – The Committee reviewed a draft of the proposed grant procedures ordinance. *Motion by Earing, second by Fannin to approve the ordinance as presented.* **MOTION CARRIED WITH ALL AYES.**

**FY 2023 Budget – Approval of Proposed Appropriations** – Schwahn reviewed the initial recommended appropriations with the Committee. Schwahn stated that the appropriations include the recommended salary increases along with any contractual increases that she was aware of. Schwahn reported that the initial balance sheet does not include new revenue. Discussion took place. *Motion by Bunting second by Fannin to approve the proposed appropriations as presented.* **MOTION CARRIED WITH ALL AYES.**

**ARPA – RFP Update** – Hartley reported that the RFP had been released on June 22, 2022. Hartley reported that the pre-application technical assistance session will be held on July 20, 2022 and proposals are due on August 31<sup>st</sup>. Hartley reported that the Committee will likely need to hold a special meeting in September to review the proposals.

**Monthly Finance Report** – The Committee reviewed a copy of the monthly finance report previously distributed.

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

The floor was opened for public comment.

**Executive Session** – *Motion by Fannin, second by Lovell to go into Executive Session pursuant to 5ILCS 120/2 (c)(2) Collective Negotiating Matters.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 7:13 p.m..

Regular Session resumed at 7:40 p.m..

*Motion by Fannin, second by Lovell to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:42 p.m..

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Alina Hartley  
Executive Director