

LIVINGSTON COUNTY BOARD  
EXECUTIVE COMMITTEE  
MINUTES OF JANUARY 5, 2023

Chairman James A. Carley called the meeting to order at 5:03 p.m. in the County Board Room of the Historic Courthouse.

Present: James A. Carley, Steven Lovell, Marty Fannin, Gina Manker, Jack Vietti, John Vitzthum and Bob Weller

Absent: Jason Bunting

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Finance Director Diane Schwahn, Human Resources Director Ginger Harris, Network & Computer Systems Administrator Jon Sear, County Board Members Bill Mays, Rebekah Fehr, Dan Myers, Seth Welch, Jim Blackard and Linda Ambrose.

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

The Committee reviewed the minutes of the November 10, 2022 meeting. *Motion by Fannin, second by Vitzthum to approve the minutes of the November 10, 2022 meeting as presented. MOTION CARRIED WITH ALL AYES.*

**Report from Human Resources Director** – Harris reported that in the months of November and December, she has processed 6 new hires and 6 terminations. Harris mentioned that there are currently openings in Corrections/Jail, Regional Planning & Zoning Office, Assessments and Maintenance Departments, which have all been posted on the County website. Harris stated that the Union Negotiations for the Highway Department have started, herself and Hartley met with Local 150 and they have another meeting scheduled next week. Harris stated that Livingston County has been in contact with an attorney to represent the county in the probation's negotiations. Harris stated that she is going to begin working on the Total Benefit Statements for 2022 to distribute to the employees as well as review training for the Learning Management System for 2023. Harris informed the committee that the attendance system is antiquated, and in springtime she will be looking at other time and attendance systems. Harris also reported that she will be reviewing the subscription based HRMS payroll/HR systems, due to the data and software being housed on our servers and beginning in 2023, we will receive tax updates but no software updates. Harris stated subscription based means the software is housed in the cloud through Sage and the data is housed on our servers allowing updates to be made directly to the software by Sage.

**Report from Executive Director** – Hartley reported that the ADA project is progressing, Courtrooms two and three are done and Courtroom one is still being worked in, but they will likely have to wrap up and come back to fix some issues with the handicap lift. Hartley reported the Phase II Parking Project is on hold until early Spring. Hartley stated the 2023 vehicles for the Sheriff’s department were ordered from Ford with outfitting, noting that the K9 vehicle will require some additional outfitting. Hartley mentioned that she issued an RFP for the purchase of transport vehicles for the jail which are due January 17th. Hartley mentioned she is also looking to issue RFP’s on the replacement of the hot water heater in the jail and the Drive-Thru Facility for the health department. Hartley stated the social media account will be established within the next few weeks. Hartley mentioned she is hoping to put together a board member training session in March to cover topics such as Open Meetings Act, FOIA, Records Retention, Parliamentary Procedure, County Policies, Budget 101 and an overview of our reports and what they mean.

**Comments from Committee Chairman –**

On behalf of the Executive Committee, James A. Carley thanked the Chairman and Board Members for having positive open communication and handling business respectfully amongst one another. Carley also stated he is pleased with the attendance of the members.

On behalf of the Finance Committee, Fannin reported that there are two resolutions, the end of year transfers and the Heritage Corridor as agency for promoting tourism, which is a free service to us that allows them to add Livingston County in their marketing.

On behalf of the Public Property Committee, Vitzthum reported that the jail needs some replacements like the water heater because things are getting old. Vitzthum also reported that there is still a problem with the generator at the Health Building so they are working on the gas line to get it fixed.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that Joe Stock was appointed to the Zoning Board of Appeals.

On behalf of the Highway Committee, Lovell reported that there are no action items. Lovell reported that the contractor is putting steel on the roof and will be closing up the building soon.

On behalf of the Sheriff, Jail & License Committee, Weller reported that the monthly reports were distributed. Weller reported that there was a change in manager at Indian Creek Country Club. Weller reported that the Sheriff’s Department helped rescue a juvenile who fell through ice and was stuck in the middle of Legion Lake.

On behalf of the Information & Technology Committee, Manker reported that the Committee discussed the maintenance agreements, but found areas to cover them within the budget. Manker further reported that the committee discussed concerns with

implementing the social media sites, but decided to proceed on a trial basis with the comments off.

The floor was open for public comment.

*Motion by Fannin, second by Weller to adjourn the meeting.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:46 p.m.

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Jordan E. Uselding  
Executive Assistant