

LIVINGSTON COUNTY BOARD  
EXECUTIVE COMMITTEE  
MINUTES OF FEBRUARY 8, 2023

Vice Chair Steven Lovell called the meeting to order at 6:00 p.m. in the County Board Room of the Historic Courthouse.

Present: Steven Lovell, Marty Fannin, Gina Manker, Jack Vietti, Gerald Earing and Bob Weller

Absent: James A. Carley and John Vitzthum

Also Present: Executive Director Alina Hartley, Human Resources Director Ginger Harris, County Board Members Rebekah Fehr, Seth Welch and Jim Blackard

Lovell 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 January 5, 2023 meeting. *Motion by Fannin, second by Vietti to approve the minutes of the January 5, 2023 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

**Resolution: Authorizing Vice Chair to Sign on Behalf of Chair** – Hartley provided a draft copy of the resolution. Hartley indicated that this resolution will grant Lovell the authorization to temporarily act on behalf of Chairman James A. Carley for the specified time periods. *Motion by Fannin, second by Weller to recommend approval of the Resolution authorizing Vice Chair to Act on behalf of the Chair.* **MOTION CARRIED WITH ALL AYES.**

**Memorial / Condolence Guidelines** – Hartley reported that the question came up upon the passing of former County Board Chairman Bob Young. Hartley stated that the County used to have a flower fund that came from contributions from Board Members, which later transitioned from proceeds from the vending fund. Hartley stated that these types of accounts are no longer allowed and have since been closed. Hartley stated that there were sufficient funds available within employee incentives and appreciation to fund providing condolences / memorials (from \$75-\$100) on behalf of the county for current and past employees/board members, as well as current employees/board member spouses. Hartley noted that these funds are derived from the credit card rebate program and do not come from tax dollars. *Motion by Manker, second by Weller to recommend approval of the Memorial / Condolence Guidelines as presented.* **MOTION CARRIED WITH ALL AYES.**

**Report from Human Resources Director** – Harris reported that Cyber Recruiter has been very beneficial for posting and receiving applications within the County. Harris reported in January she has processed 2 new hires and 2 terminations. Harris stated the Administrative Assistant position for the Regional Planning Office and the Maintenance position have both been filled, and interviews will begin tomorrow for the Administrative Assistant position at the Jail. Harris mentioned that there are currently openings in Corrections/Jail, Assessments and Mental Health, which have all been posted on the County website. Harris stated that the Union Negotiations for the Highway Department have come to a tentative agreement that they will present to the board next week and the Probation Department has had one meeting so far with the attorney and union, and plan to meet again on February 23, 2023. Harris informed the Committee that the Total Benefit Statements for 2022 will be distributed next week to employees. Harris commended Jordan Uselding for her assistance in preparing the statements. Harris mentioned that in the Spring, she will be looking into a different time and attendance system, as well as working on the logistics to move the HMRS payroll/ HR system to a cloud-based subscription.

**Report from Executive Director** – Hartley reported that Vissering is done for now on the ADA project, but will likely return in April. Hartley stated that a Request for Qualifications has been issued for the hot water replacement project. Hartley mentioned that she is working on the Request for Proposals for the Design Build Project. Hartley stated in regards to the 2023 vehicles, two vans have been purchased and are being outfitted, once completed they will proceed with the next two purchases. Hartley stated that herself and Sheriff Bohm went to Central Services to inspect the vehicles and have brought two of them back as well as most of the equipment, but left two vehicles that were already in progress. Hartley reported that another K9 vehicle was in an accident and is likely totaled, so the Finance Committee has agreed to move forward with the purchasing an additional squad from ARPA funds. Hartley informed the Committee that 911 Director Randy Wittenberg has submitted notice of his plan to retire in October.

Hartley reported that she has been working with Jordan on implementing the county's social media presence. Hartley stated they have reviewed social media management sites that will help address concerns that the IT Committee expressed in regards to managing the County's social media platforms. Hartley mentioned her concerns of moving forward with the comments section turned off because it will not address the weaknesses identified during Strategic Planning nor will it follow the social media policy. Hartley also questioned which Committee ultimately had authority. Discussion took place. Hartley was given direction to report to the Executive Committee and to allow the comments section to be turned on to ensure the strategic plan is being met. *Motion by Fannin, second by Weller to implement the Social Media presence with the comments section turned on.* **MOTION CARRIED WITH ALL AYES.**

It was noted that a special meeting has been called and will be held on February 28, 2023 at 7:30 p.m. in the County Board Room of the Historic Courthouse, for the purpose of filing the District 2 County Board vacancy and, as well as, the State's Attorney vacancy.

**Comments from Committee Chairman –**

On behalf of the Finance Committee, Fannin reported that there is another resolution for end of year transfers, but is still smaller than usual. Fannin commended the department directors for their work. Fannin reported that the Committee reviewed the status of the ARPA funds and approved purchasing a vehicle and the social media management program. Fannin reported that they received the semi-annual reports from the County Clerk and Circuit Clerk.

On behalf of the Sheriff, Jail & License Committee, Weller reported that the monthly reports were distributed and the numbers were average. Weller noted as previously reported that a K9 vehicle was likely totaled.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that there were two action items discussed. Vietti stated there were 6 appointments approved for Moon's Point Cemetery and a request to amend the Standing Rules changing the Executive Committee back to Administrative Committee.

On behalf of the Information & Technology Committee, Manker reported that the Committee did not meet this month and Jon Sear is looking into the cost of updating the server.

On behalf of the Agriculture & Zoning Committee, Earing reported that there will be a recycling event on April 1<sup>st</sup>. Earing also mentioned that there will be a special meeting on Thursday, February 16<sup>th</sup> at 5:00 p.m. to discuss the necessary zoning amendments.

On behalf of the Highway Committee, Lovell reported that there are a lot of action items this month and the building is coming along.

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 5:38 p.m.

---

Jordan E. Uselding  
Executive Assistant