

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF FEBRUARY 7, 2023

Committee Chair Marty Fannin called the meeting to order at 6:01 p.m. in the Committee Room of the Historic Courthouse.

Present: Marty Fannin, Gerald Earing, Steven Lovell, Bill Mays, Paul Ritter and Seth Welch

Absent: None Vacancy: Bunting

Also Present: Executive Director Alina Hartley, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, County Clerk Kristy Masching, Circuit Clerk LeAnn Dixon, County Board Members Bob Weller, Rebekah Fehr and Jim Blackard

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

The Committee reviewed the minutes of the November 9, 2022 and January 3, 2023 meetings. *Motion by Earing, second by Ritter to approve the minutes as submitted.* **MOTION CARRIED WITH ALL AYES.**

Resolution: End of Year Transfers – Schwahn noted that the majority of invoices were in for the end of year, with only a few more left to process. Schwahn stated that she was hopeful this would be the final transfer resolution. *Motion by Welch, second by Mays to recommend approval of the end of year transfers Resolution.* **MOTION CARRIED WITH ALL AYES.**

Status ARPA Funds – The Committee reviewed a copy of the ARPA status report provided by Schwahn. Hartley noted that there were some entities that did not utilize their full allocation. Fannin reviewed a request from the Children’s Advocacy Center for assistance with a vehicle for the entity. Fannin noted that the Rules, Legislation, Veterans and Community Services Committee had left the door open for requests when they indicated that the CAC should let them know if they needed anything. It was noted that the remaining funds could be utilized for this purpose, but a precedent would be set. Hartley noted that the Sheriff’s Department has also had another vehicle that is likely totaled. Hartley stated that the fleet for the department is just not in good shape due to delays in getting vehicles. Consensus of the Committee was to utilize the funds to replace the totaled vehicle for the Sheriff’s department. Hartley stated that she would also like to use a portion of the county’s allocation to fund a social media management program that will assist with some of the concerns that have been raised about the implementation and management of the site. Hartley noted that the company offered a 3-year contract at a 43% reduction, estimated at \$5,400 per year. Discussion took place with there being no objection to proceeding with the 3-year contract as discussed.

Circuit Clerk Semi-Annual Report – LeAnn Dixon provided her six-month report as well as an annual comparison for the Committees review. Dixon stated they haven't seen much impact in the fee waiver. *Motion by Ritter, second by Mays to recommend approval of the Circuit Clerks Semi-Annual Report as submitted.* **MOTION CARRIED WITH ALL AYES.**

County Clerk Semi-Annual Report – Kristy Masching provided a copy of her semi-annual report. Masching noted that the recordings have been trending down likely due to the increase in interest rates. Comparisons were reviewed. *Motion by Earing, second by Lovell to recommend approval of the County Clerks Semi-Annual Report as submitted.* **MOTION CARRIED WITH ALL AYES.**

STEP Grant – Hartley stated that the grant request was placed on the agenda for consideration due to the fact that the Sheriff's office will require a budget adjustment in order to fulfill the terms of the grant. Hartley stated that the recently adopted Grant Policy requires that department heads and elected officials seek approval if they do not have sufficient funds within their budgets. Hartley noted that neither she nor Schwahn were prepared to discuss the terms of the grant itself or the costs thereof. The Committee will revisit the topic when the Sheriff's office is available to discuss the details.

Finance Report – The Committee reviewed a copy of the monthly finance report previously distributed. Schwahn stated that the auditors did not meet with everyone in January as they were supposed, but will be onsite with the Highway Department the last week of February. Schwahn noted that she will send reports next week.

Review & Approval of Bills – The Committee reviewed the bills submitted. *Motion by Ritter, second by Mays to approve the bills as submitted.* **MOTION CARRIED WITH ALL AYES.**

Executive Session – 5ILCS 120/2 (c)(1) Personnel Matters and 5ILCS 120/2 (c)(2) Collective Bargaining Matters. *Motion by Lovell, second by Earing to go into Executive Session pursuant to 5ILCS 120/2 (c)(1) – Personnel Matters and 5ILCS 120/2 (c)(2) – Collective Bargaining Matters.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 7:04 p.m.
Regular Session resumed at 7:35 p.m.

Action Resulting from Executive Session – *Motion by Ritter, second by Welch to approve the salary adjustment for the Accountant as presented.* **MOTION CARRIED WITH ALL AYES.**

The floor was opened for public comment.

Motion by Ritter, second by Mays to adjourn. **MOTION CARRIED WITH ALL AYES.**

The meeting adjourned at 7:37 p.m.

Jordan E. Uselding
Executive Assistant