

LIVINGSTON COUNTY BOARD  
EXECUTIVE COMMITTEE  
MINUTES OF MARCH 8, 2023

Vice Chair Steven Lovell called the meeting to order at 5 :00 p.m. in the County Board Room of the Historic Courthouse.

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

Absent: James A. Carley, Marty Fannin and John Vitzthum

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Human Resources Director Ginger Harris, Finance Director Diane Schwahn, County Board Members Rebekah Fehr, Seth Welch, Linda Ambrose and William Mays

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

The Committee reviewed the minutes of the February 8, 2023 meeting. *Motion by Manker, second by Weller to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

**Report from Human Resources Director** – Harris reported that in February she has processed 8 new hires and 2 terminations. Harris mentioned that there are currently openings in the State’s Attorney’s Office, Circuit Clerk’s Office and a couple openings in Corrections for officers. Harris stated the Total Compensation and Benefit Statements were distributed to employees last month. Harris stated that there are two open workman’s comp cases with the county currently going on. Harris stated they are still in the process of negotiations with Probation and have had a couple meetings with the union so far, but are hopeful to have a contract to present in the near future. Harris stated that she has begun the review of training videos for our Learning Management System for 2023, and mentioned this system provides statistics on which trainings were viewed as well as the survey questions at the end of the training, to provide feedback in selecting future courses. Harris reported that Dianne, Patti and herself will begin reviewing potential replacement time and attendance systems this month and she will submit the request for the new system to the Finance Committee as part of the capital project process. Harris also informed the Committee that the Personnel Policy Manual is due for a review to ensure compliancy to State and Federal regulations. Harris stated that she has budgeted for the Employer’s Association to complete this review and hopes to have it done by June 1<sup>st</sup>.

**Report from Executive Director** – Hartley reported that Vissering has completed the interior work at the Law and Justice Center, with the exception of the judges lift which is pending a response from the Attorney General’s Office. Hartley stated the railing and remaining civil work should start back up at the beginning of May. Hartley stated that there is a two-step approach in regards to the H&E Drive-Thru Design Build Project. Hartley stated the first step was releasing the RFQ, which went out on February 27, and all Statements of Qualifications will be accepted until March 23, 2023. Hartley stated the next step is to issue a formal RFP on March 30, 2023, and the statute requires bidders have a minimum of 30 days to respond. Hartley informed the Committee that the Facebook Account was launched on February 14, and since then we have gained 515 followers and lots of positive feedback. Hartley mentioned that she has begun to work on the presentations for the Board Member Training Sessions and they are scheduled for March 22<sup>nd</sup> and March 23<sup>rd</sup>. Hartley reported that a grant has been identified for the roofing project at the Historic Courthouse and will provide more information once the grant is released for applicants.

**Comments from Committee Chairman** –

On behalf of the Executive Committee, Lovell reported that he is thankful for how everyone worked together through all of the pressure this past month.

On behalf of the Finance Committee, Earing reported they have covered a lot and are hanging in there.

On behalf of the Property Committee, Earing reported that they are working on getting the hot water heater at the Jail replaced.

On behalf of the Sheriff, Jail & License Committee, Weller reported that Sheriff Bohm gave his annual, semi-annual and monthly reports at the Committee Meeting. Weller reported that the Sheriff’s Department put on a program at the High School for students to “solve a crime”. Weller explained that this program was successful and they received positive feedback/postcards from the students. Weller also reported that Chief Deputy Turner proposed a STEP Grant to the Committee in the amount of \$ 31,157 to reimburse for overtime expenses.

On behalf of the Information & Technology Committee, Manker reported that they went over the virtual server upgrade project, email services, AOIC Grant for the courtrooms, jail repeater and electronic control systems project for the jail doors.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that there was one appointment approved for Saunemin Fire Protection District.

On behalf of the Agriculture & Zoning Committee, Earing reported that there will be a recycling event on April 8<sup>th</sup> and for all members to remember to check their emails and sign-up for the Farm Bureau Legislative Breakfast.

On behalf of the Highway Committee, Lovell reported that they discussed 3 action items regarding the bridge petition, Engineering Agreement and letting results. Lovell stated the new building is moving along and they have finished the East side of the flooring.

The floor was open for public comment.

*Motion by Vietti, second by Earing to adjourn the meeting.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:23 p.m.

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Jordan E. Uselding  
Executive Assistant