

LIVINGSTON COUNTY BOARD  
FINANCE COMMITTEE  
MINUTES OF MARCH 7, 2023

Committee Vice Chair Gerald Earing called the meeting to order at 6:00 p.m. in the Committee Room of the Historic Courthouse.

Present: Gerald Earing, Michael Haag, Steven Lovell, Bill Mays, Paul Ritter and Seth Welch

Absent: Marty Fannin

Also Present: Executive Director Alina Hartley, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, County Treasurer M. Nikki Meier, Chief Deputy Robert Turner, County Board Members Bob Weller and Linda Ambrose

Earing called for two additions to the agenda, adding “Boys & Girls Club Request for Extension” and “2022 Vehicle Purchases Outfitting”. *Motion by Ritter, second by Lovell to approve the revised agenda as amended. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the February 7, 2023 meeting. *Motion by Welch, second by Ritter to approve the minutes as submitted. MOTION CARRIED WITH ALL AYES.*

**Treasurer’s Annual Report** – Treasurer Nikki Meier was present to discuss the annual report with the Committee. Meier questioned what type of information the Committee wanted to see in the annual report. It was noted that many counties utilize the annual audit for the Treasurer’s Annual Report. Discussion took place regarding the reports that are currently provided. Consensus of the Committee was that the audit would be sufficient, additional reporting would be redundant.

**National Opioid Settlement Fund** – Hartley stated that the board will need to decide on how it would like to spend the funds received as part of the national opioid settlement. Hartley noted that there were specific criteria and programs that would be allowable, some of which would not be applicable. Hartley reported that the Committee could look to department heads to make recommendations or could choose to issue an RFP similar to the ARPA funds. Discussion took place with the consensus being to first discuss the matter with department heads to determine if there were existing programs that could be expanded.

**STEP Grant** – Chief Deputy Turner reported that he has applied for a STEP (Safety, Traffic, Enforcement Program) Grant. Chief Turner reported that the grant would cover 680 hours of overtime for deputies spread over 10 campaigns scheduled around major holidays. Turner indicated that the grant, in the amount of \$31,157, would include one holiday in FY 2023 and the remaining in FY 2024. It was noted that if approved, there may be a need for a budget adjustment for FY 2023 and an additional appropriation for

FY 2024. *Motion by Ritter, second by Lovell to approve the STEP Grant as submitted.*  
**MOTION CARRIED WITH ALL AYES.**

**Finance Report** – The Committee reviewed a copy of the monthly finance report previously distributed. Schwahn stated that the auditors were here last week and things were progressing.

**Boys & Girls Club Request for Extension** – Jodi Martin was present to request an extension of their grant. Hartley noted that the grant expired at the end of 2022 and it was originally believed that the Boys & Girls Club would be able to expend all of the funds, but there was \$6,052.95 remaining. Martin noted that with ongoing staffing issues, they have had difficulty maintaining staff. The portion of the grant remaining was to cover premium pay for workers. Hartley stated that the Committee could approve a three-month extension under the current guidelines, could authorize disbursement of the remaining funds as salary reimbursement (as opposed to premium pay), or could choose to do nothing. Discussion took place with the consensus being to authorize the disbursement of funds for salaries. Official action will take place at a special meeting scheduled prior to the full board meeting.

**2022 Vehicle Purchasing Outfitting** – Hartley provided a draft letter to Central Services which outlined issues with the receipt of equipment that was purchased and not received for the 2022 vehicle outfitting. Hartley stated that should the equipment or funds not be returned by the end of the month the item would be turned over to the State’s Attorney’s Office. Hartley stated that with the current status of the fleet, she would request authorization to move forward with the purchase of the equipment through another vendor. Hartley stated that should the equipment be returned it could be utilized for the vehicles that would be purchased in 2024. Discussion took place with the consensus being to move forward with the outfitting to be paid from the Pontiac Host Fund. Official action will be taken at a special meeting scheduled prior to the full board meeting.

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

The floor was opened for public comment.

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

The meeting adjourned at 6:53 p.m.

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Alina Hartley  
Executive Director