

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF APRIL 5, 2023

Chairman James A. Carley called the meeting to order at 5:01 p.m. in the Committee Room of the Historic Courthouse.

Present: James Carley, Steven Lovell, Gerald Earing, Gina Manker, Jack Vietti, John Vitzthum and Bob Weller

Absent: Marty Fannin

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 and William Mays

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

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

Migration to Premium Version for HR/Payroll System – Ginger Harris reported that in February she spoke about upgrading the Payroll System from a Perpetual Version to a Premium Version. Harris reported during her research she made changes to the subscription by lowering the employee count from 500 to 400 which reduced the County's maintenance fees. Harris stated changing to the Premium Version, the payroll department will receive product enhancements and improvements with the employee self-service portal. Harris explained that some aspects of the data will move to the Cloud and other data will stay on the server. Harris did note the time and attendance system is not included in this migration. Harris stated the annual fee for the premium Version is approximately \$16,000 per year compared to \$13,000. Harris noted the cost to upgrade is approximately \$16,000, but can be absorbed within her budget. *Motion by Vietti, second by Manker to approve the migration of the HR/Payroll System to the Premium Version.*

Report from Human Resources Director – Harris reported that in March she has processed 4 new hires and 5 terminations. There are currently openings in Corrections and a position in the State's Attorney's Office. Harris stated there are currently two open workman's comp cases. Harris reported that a tentative agreement was made with Probation and FOP, which was recommended for approval at the Finance Committee Meeting and will go to the full County Board next week. Harris reported that a grievance was filed in July 2021 regarding the payment of holiday time for the deputy and

corrections unit. Harris stated that in December 2021, the deputy unit settled their grievance but Corrections did not and chose to take the matter to arbitration. Harris stated a separate holiday pay grievance was filed by Corrections this past January and since both have been settled without going to arbitration. Harris mentioned the 2023 training courses through our Learning Management System will go out this week for all employees to begin. Harris reported that Dianne, Patti and herself reviewed a potential replacement time and attendance system and have two others to review before making a request to replace as part of the capital project process. Harris stated the Personnel Policy Manual review is scheduled for the end of April and will conclude in May.

Report from Executive Director – Hartley reported that last month we lost access to our Facebook page due to Facebook flagging the establishing account as a fake profile. Hartley stated they were unsuccessful with getting the page back and on Monday a new page was created, “Livingston County, Illinois.” Hartley reported they are still waiting to hear back from the Attorney Generals Office on the exception for the judges lift at the Law & Justice Center, but Opperman has been working on some of the civil work in the rear of the building and the railings should be in the beginning of May. Hartley mentioned that she attended the UCCI Legislative Reception and Training in Springfield last week. Hartley reported that she held the County Board Training Sessions in March with 9 members present the first night and 11 the second night. Hartley stated that the 911 meeting was cancelled last month, but she was notified that Sarah Bohm has been selected as the new 911 Director of Communications. Harris noted Randy Wittenberg will be staying on in more of a consultant type position attempting to get through some of the larger projects.

Strategic Planning – Hartley reported they have begun working on the Strategic Planning Sessions for this year. Hartley stated the presentation portion is tentatively scheduled for April 25 at 5 p.m., followed by breakout sessions on May 3 and May 4 and goal setting on May 9 at 5 p.m. Hartley mentioned availability worksheets will be distributed in the next day or two.

Comments from Committee Chairman –

On behalf of the Administrative Committee, Carley reported that he is thankful for Vice-Chair Steven Lovell doing an excellent job stepping in while he was gone. Carley also mentioned that he would prefer it if all of the Committee members were to sit on one end of the table during the meetings and that all conversation from non-committee members be confined so there are no disruptions. Carley also addressed the process of appointing a new board member.

On behalf of the Agriculture & Zoning Committee, Earing reported that the E-Recycle Event is on April 8th from 9am-1pm and they can use all help they can get. Earing reported the applicants for the two Solar Farms did not show up to the Committee Meeting so they will be coming in May and Allies in Agriculture will be presenting at the County Board Meeting this month.

On behalf of the Information & Technology Committee, Manker reported that they accepted a low bid from Motorola for the Virtual Server Upgrade Project.

On behalf of the Property Committee, Vitzthum reported that they are working on the hot water heater replacement at the Jail and that no bids were received on the H&E Drive-Thru Design Build Project.

On behalf of the Sheriff, Jail & License Committee, Weller reported that the monthly reports were provided at the Committee Meeting. Weller reported that Sheriff Bohm and Superintendent Draper informed the Committee of the nursing staff issues at the Jail with the medical contractor so they are reviewing the possibility of managing their own medical staff.

On behalf of the Finance Committee, Earing reported that the 2022 audit went well and that recording fees in the County Clerk's Office will be increasing to \$18 based on a State mandated increase to the RHSP.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that they have not met yet this month.

On behalf of the Highway Committee, Lovell reported the quarterly report was given and the Committee did a walk-through at the new Highway Building. Lovell mentioned discussion took place of a new truck, which is priced \$40,000 over the last vehicle purchase the Highway Department made and will be figured into the FY2024 budget.

The floor was open for public comment.

Executive Session – *Motion by Earing, second by Lovell to go into Executive Session pursuant to 5ILCS 120/2 (c)(21) – Semi-Annual Review of Executive Session Minutes.*
MOTION CARRIED ON ROLL CALL VOTE. All voted Aye; none Nay.

Executive Session began at 5:40 p.m.

Regular Session resumed at 5:46 p.m.

Action Resulting from Executive Session – *Motion by Manker, second by Earing to open the executive session minutes of September 8, 2022, October 5, 2022 and November 10, 2022, and further authorize the destruction of all verbatim records dated eighteen months and older previously approved for content.* **MOTION CARRIED WITH ALL AYES.**

Motion by Vietti, second by Lovell to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:52 p.m.

Jordan E. Uselding
Executive Assistant