

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF MAY 3, 2023

Chairman James A. Carley called the meeting to order at 5:00 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 (arrived at 5:03)

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 William Mays, Mike Haag and Linda Ambrose

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

The Committee reviewed the minutes of the April 5, 2023 meeting. *Motion by Earing, second by Manker to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

Resolution Transferring Management of Bookkeeping – Carley reported that this resolution transfers the management of Bookkeeping from the County Clerk’s Office to the Finance Department. *Motion by Vitzthum, second by Vietti to approve the resolution transferring management of Bookkeeping. MOTION CARRIED WITH ALL AYES.*

Report from Human Resources Director – Harris reported that in April she has processed 6 new hires and 2 terminations. The Jail is currently only down by 1 Correctional Officer and there is a position at Mental Health and at Highway available, which are all posted on Cyber Recruit. Harris noted there are currently two open workman’s comp cases. Harris mentioned that she has been working on employee/manager evaluation forms, especially for new employees who reach their 6-month mark to ensure they understand the goals they need to be meeting. Harris reported that with the help of Dianne, Patti, and Mary they reviewed another potential replacement time and attendance system and are gathering additional information to make the request to replace it as part of the capital project process. Harris stated the Personnel Policy Manual review is underway and she will be reviewing the initial draft come Monday, with the intentions to have this review completed by the June Committee Meeting. Harris reported that the payroll system has been moved from Perpetual version to Premium version, improving the employee self-service portal and providing enhancements to the payroll department.

Report from Executive Director – Hartley reported that they are still waiting to hear back from the Attorney Generals Office on the exception for the judges lift at the Law & Justice Center. Hartley stated Vissering has been working on the rear of the building and getting the electrical hooked up for the railing. Hartley mentioned that Phase II parking at the H&E building is under way. Hartley stated that she had met with several 911 board members in preparation of the meeting last month and many are concerned with the ability to get the radio/pager projects completed prior to Wittenberg’s retirement in October. Hartley mentioned that she attended the quarterly CIRMA meeting in Bloomington this past month and there was a lot of discussion concerning updating the building appraisals based on the increased costs of construction. Hartley noted that the County did theirs last year, so there is nothing further that needs to be done. Hartley informed the committee that it has been challenging getting the new Facebook Page noticed and she will continue working on it. Hartley mentioned that another squad has been totaled in the Sheriff’s Department and they are working with the insurance company. Hartley reported that there was a Strategic Planning Session held on April 25th, where 7 board members and 11 department heads attended, and now Breakout Sessions have begun.

Comments from Committee Chairman –

On behalf of the Administrative Committee, Carley reported that there are a lot of projects and meetings going on, especially regarding Solar and Wind Farms so he hopes everyone stays respectful if they have differences in opinions. Carley informed the Committee that questions were raised regarding if board members are attending meetings outside of their committees, would they be paid per diem/mileage. Discussion took place.

On behalf of the Property Committee, Vitzthum reported that construction seems to be moving along now that the weather has been permitting and supplies have been easier to acquire. Vitzthum reported that he has an upcoming meeting on Monday for a semi-annual review with the Facility Services Manager and the Human Resource Director.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that they will be meeting on May 11th, before the Board Meeting.

On behalf of the Highway Committee, Lovell reported for their action items this month they had letting results and 2 bridge petitions. Lovell reported that the construction of the new building is coming along, they have dirt in between the two buildings, started painting the interior, the water main has been installed as well as the air conditioning and heat.

On behalf of the Information & Technology Committee, Manker reported that the virtual server upgrade is on order.

On behalf of the Agriculture & Zoning Committee, Earing reported they had 5 zoning cases on the agenda.

On behalf of the Finance Committee, Earing reported that there was one resolution transferring the management and appropriations of Bookkeeping.

On behalf of the Sheriff, Jail & License Committee, Weller reported that there were no raffle licenses this month. Weller reported that the main topic of discussion was the Jail Health Services, noting that it is a big business decision and there are a lot of liabilities to consider.

The floor was open for public comment.

Motion by Vietti, second by Vitzthum to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:53 p.m.

Jordan E. Uselding
Executive Assistant