

LIVINGSTON COUNTY BOARD  
ADMINISTRATIVE COMMITTEE  
MINUTES OF JUNE 7, 2023

Chairman James A. Carley called the meeting to order at 5:02 p.m. in the Committee Room of the Historic Courthouse.

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

Absent: Steven Lovell

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Human Resources Director Ginger Harris, Finance Director Diane Schwahn, County Clerk Kristy Masching, Network & Computer Systems Administrator Jon Sear, County Board Members Seth Welch and Rebekah Fehr

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

The Committee reviewed the minutes of the May 3, 2023 meeting. *Motion by Fannin, second by Earing to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

**2023-2024 Strategic Plan / Goals** – A copy of the 2023-2024 Strategic Priorities were distributed to the Committee. Hartley reported that these goals are in leave with what was presented to the full board following the breakout sessions held in May. *Motion by Manker, second by Earing to accept the 2023-2024 Strategic Plan and Goals.* **MOTION CARRIED WITH ALL AYES.**

**Report from Human Resources Director** – Harris reported that in May she processed 5 new hires and 4 terminations. The Jail is currently only down by 2 Correctional Officer and there are 6 job openings available within the County, which are all posted on Cyber Recruit. These openings are in Corrections, Circuit Clerks Office, Circuit Court, Mental Health, Public Health and Highway. Harris noted there are currently two open workman's comp cases. Harris stated that the mandatory Sexual Harassment Training is now available on Cyber Train and about 40% of employees have completed it. Harris mentioned that she is planning to present the Time and Attendance System to the Board as part of the capital project process. Harris reported she will be holding a Reasonable Suspicion Training for all management staff in July. In conjunction with the Reasonable Suspicion Training, policies are under review and procedures will be more defined and in written form. Harris stated with the Illinois Paid Sick Leave for all Workers still

evolving, she would like to evaluate the accrual process and make the necessary changes before she presents the Personnel Policy Manual to the Board for review.

**Report from Executive Director** – Hartley reported that they have begun the pre-planning stages of the upcoming budget process which includes discussions on possible solutions for an increased contribution for health insurance coverage and wage increases. Hartley noted that the administrative team met with department heads upfront to know where they were at with staffing and to hear proposed increases. Hartley stated she had several meetings concerning 911, the Emergency Communications Director and the pending projects that Wittenberg had been responsible for. Hartley mentioned that the 911 board accepted the retirement of Mr. Wittenberg last month and the focus has been to ensure the projects still get completed in a timely manner and more importantly done correctly. 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 and Vissering has been working on the installation of the railings. Phase II parking at the H&E building is under way. Hartley mentioned that she attended the monthly UCCI meeting in Springfield, stating discussion took place regarding zoning ordinance changes related to wind and solar and lengthy conversation on the LaSalle St. Clair factors.

**Comments from Committee Chairman** –

On behalf of the Administrative Committee, Carley informed the Committee that if board members are attending meetings outside of their committees, including the Planning Commission and ZBA, they will not be paid per diem/mileage. Carley stated that in cases where items are more controversial and will take a number of meetings, he will make an exception. Carley stated he wants the board to operate as a cohesive team to achieve collective results, meaning open communication and respect amongst one another.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that there was one resolution moving the Pontiac polling place and one appointment recommended for approval. Vietti stated the Committee will be meeting on June 15<sup>th</sup> before the Board Meeting.

On behalf of the Property Committee, Vitzthum reported that the lease will be up this year for the County Farm Ground. Vitzthum stated they discussed the idea of exploring the possibility to lease out a portion that is farmable and looking into solar projects for what is remaining.

On behalf of the Information & Technology Committee, Manker reported that the virtual server upgrade is on order, Spillman will be moved around in September, the Jail Door Electronic Control System will be upgraded by the end of summer, they are going to fix any cameras that pose a security risk at the Law & Justice Center, and plan on moving forward with pursuing a full-time IT person.

On behalf of the Agriculture & Zoning Committee, Earing reported during the Ag & Zoning, RPC and ZBA meetings, there needs to be more focus on the ordinance and for

the boards to stay on task with what is being presented. Earing stated there was discussion regarding hiring a full-time assistant in the zoning office.

On behalf of the Finance Committee, Fannin reported there were 3 resolutions recommended for approval to the County Board.

On behalf of the Sheriff, Jail & License Committee, Weller reported that the Committee received their monthly reports from the Sheriff and Jail Superintendent. Weller stated there was a presentation on a dual view body scanner and the sheriff provided a list of upcoming budget items.

On behalf of the Highway Committee, Hartley reported that the Committee had a lengthy discussion on modifications that will need to be at CH10 and 1000N Road related to changes in operations at the quarry. Hartley reported that based on that change there will be a need to extend the box culverts in order to accommodate the truck traffic entering and exiting the roadway. It was noted that the Highway Committee approved an allocation for the project, with remaining funds being the responsibility of Prairie, LLC. Discussion took place.

The floor was open for public comment.

*Motion by Earing, second by Manker to adjourn the meeting.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:57 p.m.

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Jordan E. Uselding  
Executive Assistant