

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF JULY 12, 2023

Vice-Chairman Steven Lovell called the meeting to order at 5:00 p.m. in the Committee Room of the Historic Courthouse.

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

Absent: James Carley

Also Present: Executive Director Alina Hartley, Human Resources Director Ginger Harris, Finance Director Diane Schwahn, County Board Members Rebekah Fehr, Linda Ambrose and Mike Haag

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

The Committee reviewed the minutes of the June 7, 2023 meeting. *Motion by Fannin, second by Vitzthum to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

Efficiency Report – Odell Public Library District – The committee reviewed a copy of the Decennial Efficiency Committee Report from the Odell Public Library District.

Efficiency Report – Gridley Public Library District – The committee reviewed a copy of the Decennial Efficiency Committee Report from the Gridley Public Library District.

Motion by Fannin, second by Earing to recommend acceptance of both Efficiency Reports to the County Board. MOTION CARRIED WITH ALL AYES.

Report from Human Resources Director – Harris reported that in May she processed two new hires and five terminations. Harris stated there have been several personnel changes into July. Currently, the Circuit Clerk has two openings, the Jail has three, the Assessor has one and there will be two management positions opening. Harris noted there are five open workman's comp cases, three of which were filed in June. Harris stated that the Sexual Harassment Training is still open for employees to complete with a deadline of August 1st, noting that approximately 65% of employees have completed it. Harris mentioned that she will present the Time and Attendance System to the Board as a capital request. Harris reported she will be holding a Reasonable Suspicion Training for all managerial staff on July 13. Harris mentioned that she has been participating in several training webinars regarding the Illinois Paid Leave for All Workers Act as well as general HR training. Harris stated the Personnel Policy Manual review is on hold until we receive

clarification from the state regarding the Illinois Paid Sick Leave for all Workers Act. In conjunction with Hartley and Schwahn, Harris stated they will be evaluating the accrual process before presenting a policy for approval by the board, so all changes are presented at the same time.

Report from Executive Director – Hartley reported that she has had several meetings throughout the month concerning the 911 radio project. Mutual Aid has contracted with Josh Jahn to serve as a consultant on the project. Hartley stated they met with Motorola concerning the tower projects, and one tower will need to be added in Saunemin and there's a possibility one more will need to be added in Forrest as well. Hartley noted the projects will not be completed by the end of the year as originally planned. Hartley stated the broadband grant application has been submitted to the state and we should hear back within the next couple months. Once approved, Mark from CIRBN will attend the board meeting to review the overall project. Hartley mentioned she has met with a couple website development companies on the redesign of the county website and plans to submit a capital request. Hartley reported Vissering has completed all the work at the Law & Justice Center with the exception of the handicap lift for the judge's bench. Hartley stated Phase II Parking at the H&E building is near completion and she has started to get some inquiries into the drive-thru facility, noting in the next coming weeks she will update the RFP and get those documents re-released.

Comments from Committee Chairman –

On behalf of the Property Committee, Vitzthum reported that the lease will be up this year for the County Farm Ground. Vitzthum stated they will be meeting with Joel Barickman to gain insight on a solar variable lease program.

On behalf of the Information & Technology Committee, Manker reported that they did not meet this month.

On behalf of the Sheriff, Jail & License Committee, Weller reported that they approved a special events application, FY 2024 Holiday schedule, fireworks display permit and discussed updating the county's fireworks ordinance. Weller stated a representative from Advanced Correctional Healthcare was present to give an overview of their company and the jail healthcare programs they offer. Weller reported a deputy was assaulted while on a call and will be completing a wellness check before returning to work.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that they will be meeting on July 20th, before the board meeting.

On behalf of the Finance Committee, Fannin reported that the County Clerk gave her semi-annual report and the committee recommended for approval the resolution for the Public Defenders salary to the county board. Fannin stated the committee received the FY 2023 audit proposal from Mack & Associates and they were presented with Opioid Settlement requests from various departments.

On behalf of the Highway Committee, Lovell reported that the new building is progressing, noting they now have water and electric; and waiting on Nicor to get out to install gas.

On behalf of the Agriculture & Zoning Committee, Earing reported that they had 4 actions items this month. Earing mentioned he will be gone all next week.

The floor was open for public comment.

Motion by Fannin, second by Vitzthum to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:45 p.m.

Jordan E. Uselding
Executive Assistant