

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF AUGUST 9, 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, Marty Fannin, Gina Manker, Jack Vietti, John Vitzthum and Bob Weller

Absent: None

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

Lovell called for any additions or corrections to the revised agenda with none requested. *Motion by Lovell, second by Manker to approve the revised agenda as presented.*

MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the July 12, 2023 meeting. *Motion by Fannin, second by Weller to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

Efficiency Report – Chatsworth Area Library – The committee reviewed a copy of the Decennial Efficiency Committee Report from the Chatsworth Area Library. *Motion by Fannin, second by Vietti to recommend acceptance of the efficiency report to the County Board.* **MOTION CARRIED WITH ALL AYES.**

FY 2024 Capital Requests –

Human Resources – Harris presented a capital request for a new time & attendance system. Harris reported the current system is antiquated and only works for 40% of the county’s employees. Harris stated the new time & attendance system allows all employees to view their clock times, any requests submitted & approved, and their time off accruals in real time. Harris stated the costs for the new system also include the implementation and training of Sage Time & Attendance, 6 time-clocks including configuration and a total care membership.

County Board Office – Hartley presented a capital request for the redesign of the county’s website. Hartley stated the project cost estimations are based off of a proposal from Revize along with annual maintenance fees.

Motion by Earing, second by Fannin to recommend approval of the FY 2024 capital requests and forward to the Finance Committee for consideration. MOTION CARRIED WITH ALL AYES.

Report from Human Resources Director – Harris reported that in July she processed five new hires and two terminations; and so far in August has processed 3 new hires. Currently, the Circuit Clerk has one opening, the Jail has two, the Assessor has one and there are two management positions openings. Harris noted there are five open workman’s comp cases. Harris mentioned that she participated in interviews for the Facilities Services Manager position and Regional Planning/Zoning Director position. Harris stated the Sexual Harassment Training needed to be completed by August 1st, but she is still waiting for 11 employees to finish. Harris reported that she has been participating in several training webinars regarding the Illinois Paid Leave for All Workers Act as well as Employment Law Updates. Harris stated the Personnel Policy Manual review is on hold while the Administration Team is working on evaluating our current accrual process.

Report from Executive Director – Hartley reported that she has had several meetings with the North Central Illinois Council on Governments concerning the business grant opportunity that was approved last month. Hartley mentioned she also attended the UCCI annual conference in Galena, the quarterly CIRMA meeting in Bloomington and the monthly 911 Board Meeting. Hartley stated she and the Finance Director attended a training with the GFOA on asset management and capital improvement plans. Hartley stated she had several meetings concerning budget requests for the fiscal year. Hartley reported that she participated in interviews for both the Facilities Services Manager position and Regional Planning/Zoning Director position. Discussion took place regarding separating ESDA from Zoning through either a part-time position or contracted position if the grant allows. Hartley provided an update on the ADA modifications at the Law & Justice Center, noting all the work has been complete with the exception of the judges lift.

Comments from Committee Chairman –

On behalf of the Administrative Committee, Carley reported that Attorney Andrew Keyt will be coming on August 21st and 22nd to host member training sessions for the RPC, ZBA and County Board. Carley discussed moving public comment to the beginning of Board Meetings for certain cases, but leaving the timeframe at 3-minutes according to the Standing Rules.

On behalf of the Agriculture & Zoning Committee, Earing reported that they have only one zoning case this month. Earing mentioned the possibility of having another E-Recycling Event this fall.

On behalf of the Highway Committee, Lovell reported that the Committee discussed FY 2024 budget and mentioned the new building is progressing.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that the committee will meet before the board meeting.

On behalf of the Finance Committee, Fannin reported that they are knee deep in the budget and there will be a Special Finance Meeting on August 15th at 5 p.m. to discuss FY 2024 budget and capital requests.

On behalf of the Property Committee, Vitzthum reported that the buildings are doing well, although they did have trouble with the lawn.

On behalf of the Information & Technology Committee, Manker reported that the committee addressed capital budget requests for the camera system project and the UPS battery replacement project.

On behalf of the Sheriff, Jail & License Committee, Weller reported that the monthly reports were provided and the Sheriff and Jail Superintendent presented their capital requests to the committee.

The floor was open for public comment.

Motion by Fannin, second by Manker to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 6:15 p.m.

Jordan E. Uselding
Executive Assistant