

LIVINGSTON COUNTY BOARD  
ADMINISTRATIVE COMMITTEE  
MINUTES OF SEPTEMBER 7, 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, Human Resources Director Ginger Harris, Finance Director Diane Schwahn, County Board Members Seth Welch, William Mays and Linda Ambrose

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

The Committee reviewed the minutes of the August 9, 2023 meeting. *Motion by Fannin, second by Weller to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

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

**Report from Human Resources Director** – Harris reported that in August she processed eight new hires and three terminations. Currently, the Circuit Clerk has one opening, the Jail has one, the Assessor has one and the State’s Attorney has one. The two management positions for Facility Services Director and Regional Planning/Zoning Director have been filled. Harris noted there are four open workman’s comp cases. Harris reported the Illinois Paid Leave for All Workers Act Policy has been written and is under review. The Paid Leave Policy as well as the Personnel Policy changes will be presented in October. Harris stated that she is participating in the VCOM union negotiations with Alina Hartley and Sarah Bohm and they have had their first meeting with ICOPS. Harris stated the initial proposal from Blue Cross Blue Shield came in with a 0% increase for both health and dental and a 2% increase for vision. Harris mentioned the broker has indicated he is going to negotiate with BCBS for a decrease in premiums and final rates will be presented in October.

**Report from Executive Director** – Hartley reported that she has been working with the North Central Illinois Council on Governments concerning the Business Resiliency Grant. Hartley mentioned she completed the annual insurance renewal for CIRMA,

noting the only item remaining is the cyber application. Hartley mentioned she was able to get the new RFP and draft lease issued for the bid on the farm ground and bids will be due at the end of the month. Hartley stated that there have been a few meetings on the ADA modifications for the judge's bench. There will be a change order for both Farnsworth and Vissering that will likely require board approval. Hartley reported that she looked into the County's requirements for ESDA and after speaking with the Regional Director for ESDA, recommends separating this position from the Zoning Office.

**Comments from Committee Chairman –**

On behalf of the Administrative Committee, Carley reported that the member training sessions for RPC, ZBA and the County Board went great and were very informative.

On behalf of the Highway Committee, Lovell reported that the Committee approved an engineering agreement and bridge petition. Lovell also reported that the Committee is recommending approval of a cost share agreement for an intersection upgrade at 1000N, 1600E. Lovell reported that the building is progressing and they are hoping to take possession by October 1<sup>st</sup>.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that the committee did not meet this month.

On behalf of the Information & Technology Committee, Manker reported that the electronic jail door system project will start in October.

On behalf of the Property Committee, Vitzthum reported that he took a tour with the new Facilities Services Manager and believes he is doing an exceptional job in this position.

On behalf of the Finance Committee, Fannin reported that Old Route 66 Family Restaurant was the only business to apply for the Business Relief Grant and the public hearing will be held at 5:30 before the board meeting. Fannin stated that the Committee is also recommending approval of the displacement plan which is a prerequisite for the grant.

On behalf of the Agriculture & Zoning Committee, Earing reported that the E-Recycling Event will be on November 4, 2023. Earing reported that the Committee discussed 2 decommissioning plans and two special use for a subdivision and a solar farm.

On behalf of the Sheriff, Jail & License Committee, Weller reported that the monthly reports were provided, a raffle license was approved and there was an amendment to the holiday schedule.

The floor was open for public comment.

*Motion by Lovell, second by Vietti to adjourn the meeting.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:36 p.m.

---

Jordan E. Uselding  
Executive Assistant