

LIVINGSTON COUNTY BOARD  
ADMINISTRATIVE COMMITTEE  
MINUTES OF OCTOBER 4, 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, Gerald Earing, Marty Fannin, Jack Vietti, John Vitzthum and Bob Weller (arrived at 5:14 p.m.)

Absent: Steven Lovell and Gina Manker

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Human Resources Director Ginger Harris, Finance Director Diane Schwahn, County Board Members William Mays and Rebekah Fehr

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

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

**Personnel Manual Amendments** – Harris reported that there are 17 pages of proposed changes in the personnel manual. Harris stated that the changes reflect the expansion of the current law or rewording based on current standards. Harris stated that the policy was reviewed in detail by SHRM, as done so in the past.

**Illinois Paid Leave for All Workers Act Policy** – Harris reported that personal days have been removed from the personnel manual and replaced with the Illinois Paid Leave for All Workers Act. Harris stated this means that anyone who works full-time will receive 40 hours of paid time off which will be front loaded. Harris stated that according to the law, the time can be given up front or accrued over time. Harris noted that if it is accrued over time the county would need to allow any remaining hours at the end of the year to carry over or be paid out if the employee leaves; opposed to if it is given up front. Harris mentioned the hours will be prorated for any part-time employees.

*Motion by Vietti, second by Earing to recommend approval of the Personnel Manual Amendments and Illinois Paid Leave for All Workers Act Policy. MOTION CARRIED WITH ALL AYES.*

**Report from Human Resources Director** – Harris reported that in September she processed two new hires and one termination. Currently, the Circuit Clerk has one opening, the Jail has one, the Assessor has one and the Public Defender has one. Harris noted there are three open workman's comp cases. Harris mentioned that the paid leave

policy and personnel manual changes have occupied most of her time in September. Harris stated that she is participating in the VCOM union negotiations with Alina Hartley and Sarah Bohm. Harris reported that 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, but after the county's broker negotiated they are willing to give a 2% decrease on health premiums. Harris mentioned that open enrollment will begin on October 30<sup>th</sup> and run through November 15<sup>th</sup>, 2023. Harris informed the committee members that there are multiple members from the board who need to complete the "Know B4" phishing training video, which keeps people aware of email scams and malware to look out for.

**Report from Executive Director** – Hartley reported that she has worked with Entec on the release of the RFP for the hot water heater and attended the pre-bid meeting. Hartley stated she has been participating in 911 negotiations and attended the 911 monthly meeting. Hartley reported that she has been working on getting up to speed on some of the ESDA requirements. With the help of the Regional Director for ESDA, Hartley stated they were able to implement phase one of the County's National Qualification System as it is required to receive the state grant. Hartley mentioned Jordan Uselding will be back in the office full-time starting next Tuesday, noting she will have six months to complete the training certification required for the ESDA position. Hartley stated she will also be taking those trainings as time allows to stay informed with what is going on with ESDA. Hartley reported that she will be busy for a while working on the litigation for ADA, the grant application for the roof project and the re-release of the RFP for the drive-thru.

**Decennial Report – Round Grove Township & Reddick Community FPD** – The committee reviewed a copy of the Decennial Efficiency Committee Report from Round Grove Township & Reddick Community Fire Protection District. *Motion by Vietti, second by Weller to recommend acceptance of both decennial efficiency reports to the County Board.* **MOTION CARRIED WITH ALL EYES.**

**Comments from Committee Chairman –**

On behalf of the Administrative Committee, Carley reported that senate representatives are hosting a meet and greet at Cup & Scone on October 5<sup>th</sup> from 4:30-6 p.m., if anyone would like to attend. Carley reported that there is a ZBA meeting at 6 p.m. tomorrow, a special board meeting on October 18<sup>th</sup> at 5 p.m. and an E-Recycle Event on November 4<sup>th</sup>, 2023. Carley stated that Brittney Miller is taking over as the Zoning Administrator and the Facility Services Manager, Shawn Johnson, is doing a great job to get ahead of the problems and minimizing future issues that may come. Carley mentioned that there was a meeting at the landfill this morning, to which he attended and got to see how operations are running, the new cell that will be opening soon and learn of their 5-year plan. Carley thanked Hartley, Harris, Schwahn, Uselding and all of the chairman for the time they put in.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that two representatives from the Soil & Water Conservation District came and gave a presentation at the committee meeting. Vietti stated the VAC is hosting a Veteran's day breakfast on November 12<sup>th</sup>.

On behalf of the Agriculture & Zoning Committee, Earing reported that three solar cases came before the committee and were recommended for approval at the RPC, ZBA and at the committee meeting.

On behalf of the Highway Committee, Earing reported that the Committee did not meet this month, but the completion of the new building is coming along.

On behalf of the Property Committee, Vitzthum reported that they received 6 bids for the farm lease agreement and it came in higher than what it was before. Vitzthum stated that the committee received a proposal for the relocation of the electrical at the LJC. Vitzthum mentioned that Johnson has been providing the committee with excellent reports.

On behalf of the Sheriff, Jail & License Committee, Weller reported that the door project is underway and the jail superintendent is looking for alternative food vendors due to food prices going up by 20% with the current vendor.

On behalf of the Information & Technology Committee, Mays reported that Spillman updates are complete, they are testing doors at the jail with hopes to be completed by Friday and are waiting to hear back from Bennett regarding the doors at the LJC.

On behalf of the Finance Committee, Fannin reported that the county will be giving the LACC two vehicles to work on and there is a finance meeting before the board meeting regarding the budget.

The floor was open for public comment.

*Motion by Vietti, second by Fannin to adjourn the meeting.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:42 p.m.

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Jordan E. Uselding  
Executive Assistant