

LIVINGSTON COUNTY BOARD  
ADMINISTRATIVE COMMITTEE  
MINUTES OF NOVEMBER 8, 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 and John Vitzthum

Absent: Bob Weller

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 and County Board Member Linda Ambrose

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

The Committee reviewed the minutes of the October 4, 2023 meeting. *Motion by Fannin, second by Vietti to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

**Report from Human Resources Director** – Harris reported that in October she processed seven new hires and four terminations. Currently, the Public Defender is looking for an Assistant Public Defender, the Jail is down three Correctional Officers, the Assessor has one opening and IT is looking for an IT Support Specialist. Harris reported the current IT Support Technician has submitted his resignation, so the position has been posted requiring a higher level of skill and experience. Harris stated that she has sat in all of the interviews this past month for the positions available in the Circuit Clerk’s Office, which have now all been filled and the hires will start this month. Harris noted there is one open workman’s comp case. Harris stated that she is still in the process of union negotiations with VCOM, along with Alina Hartley and Sarah Bohm. Harris mentioned that open enrollment began on November 1<sup>st</sup> and run through November 17<sup>th</sup>, 2023. Harris reported that the remainder of October consisted of preparing and sending out letters to all retirees who have elected to remain on the insurance post retirement, preparing and distributing the personnel manual changes to all employees, preparing the salary increase forms for distribution to all of the department officials, and preparing for the grievance hearing that will be held next week.

**Report from Executive Director** – Hartley reported that she attended the quarterly CIRMA meeting in Bloomington where she received the annual insurance renewal. Hartley indicated the renewal would be \$850,210, which reflects an 11% increase in premiums, to which they were told is below the market average. The CIRMA Board has

also authorized the rebate of excess loss funds for FY2014 and FY2015 and the County should start receiving those at the beginning of next year in quarterly payments. Hartley reported that she also attended the UCCI Conference in Springfield that included discussion on broadband incentives, the farm bill, and an update from USDA. Hartley mentioned that she would like to reach out to the USDA at the beginning of the year to see if they are interested in attending one of our RLVC meetings and provide information on their services. Hartley reported that she is continuing to work with VCOM on union negotiations and their budget, working with the Zoning Office to get Brittney trained and up to speed, working with the attorneys on the ADA litigation, and now working with the State's Attorney on the Allium/Beebalm litigation which will be discussed at the full board meeting.

Hartley reported that she has had many conversations with CIRBN on our recent grant application and we should receive a final answer by the beginning of December. Hartley informed the committee that Mediacom has protested our application, indicating that they provide sufficient service in the area, which does not line up with the survey results that were collected as part of the Connect Illinois Program. Hartley reported that this could be an ongoing issue with these broadband upgrades, noting that providers are trying to maximize grant funds but are applying only for higher density areas. This can make it more difficult to bring broadband to more rural areas. The committee discussed if it would be beneficial to pass a resolution on this, to which they agreed it is and decided to add it to the upcoming Finance agenda.

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

**Comments from Committee Chairman –**

On behalf of the Administrative Committee, Carley reported that committees will only meet in December if necessary, so all Committee Chairman should reach out if it is imperative to have a meeting scheduled. Carley reported that all County Board Members should be cautious with their personal use of social media, indicating they should think thoroughly, be respectful and make sure what they are posting is factual. Carley mentioned that his comments stemmed from a constituent complaint that he had agreed to address.

On behalf of the Highway Committee, Lovell reported that there are several resolutions coming to the Board including yearly maintenance agreements. Lovell reported that the new building passed inspection by the City of Pontiac and is ready for occupancy. Lovell noted that they will be moving in the near future.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that the committee will meet before the Board Meeting. Vietti mentioned that the Veterans Day Lunch is this Sunday, November 12<sup>th</sup>, at noon.

On behalf of the Agriculture & Zoning Committee, Earing reported that the committee had a productive meeting regarding Battery Energy Storage and they are now waiting for the attorney to draft up the ordinance. Earing reported that the E-Recycle Event was successful and the weather turned out to be great. Earing mentioned that he is very grateful for all of the student volunteers who helped out and discussed acknowledging them at the Board Meeting. Earing reported that there will be a special Ag & Zoning meeting next week to discuss CO2 Pipelines.

On behalf of the Property Committee, Earing reported that the committee discussed the bids on the Hot Water Heater Project, which came in under what they budgeted for. Earing mentioned that there is additional maintenance work that needs to be done at the Public Safety Complex including the replacement of the water softener, two controllers and two drives. Earing reported there will be a special meeting on November 14<sup>th</sup> at 5:00 p.m. for the architect to discuss the Historic Courthouse Roof Project and to authorize those repairs.

On behalf of the Information & Technology Committee, Manker reported that the committee did not meet this month. Manker reported that the IT Department has already received 12 applications for the IT Support Staff position and the deadline is November 20<sup>th</sup>, 2023. Sear reported that the Jail Door System is up and running with a couple buttons only working sporadically, but the sound is considerably better. Sear mentioned that he will be providing all ZBA members with email addresses and will be ordering a colored printer for the Zoning Office.

On behalf of the Finance Committee, Fannin reported that the committee discussed a GLCEDC grant request, resolution for authorizing the transfer of funds, resolution increasing Election Judges compensation, resolutions authorizing the transfer of Deed Sealed Bid Auctions, resolution re-appointing the Supervisor of Assessments, and recommended approval of the FY 2024 Budget, Levies & Capital Requests.

On behalf of the Sheriff, Jail & License Committee, Carley reported that the Sheriff's Office assisted with the delivery of two vehicles to the Livingston County Career Center as approved at last month's board meeting. The Sheriff provided his monthly reports, it was noted that the food vendor has changed, and the Jail's medical services will start on December 1<sup>st</sup> with Advanced Correctional Healthcare.

Uselding reported that the board packet will be sent out tomorrow, which will include all special meeting agendas.

The floor was open for public comment.

*Motion by Fannin, second by Earing to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:35 p.m.*

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Jordan E. Uselding, Executive Assistant