

LIVINGSTON COUNTY BOARD  
ADMINISTRATIVE COMMITTEE  
MINUTES OF JANUARY 3, 2024

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 (arrived at 5:10p.m.), Jack Vietti and John Vitzthum

Absent: Gina Manker, Bob Weller

Also Present: Executive Director Alina Hartley, Finance Director Diane Schwahn, and County Board Member Jim Blackard

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

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

**Decennial Report – Chatsworth-Germanville Multi-Township Assessment District Parkland College** - The committee reviewed a Decennial Efficiency Committee Reports submitted by from Chatsworth Germanville Multi-Township Assessment District and Parkland College. *Motion by Lovell, second by Vitzthum to forward the reports to the full board for acceptance. MOTION CARRIED WITH ALL AYES.*

**Report from Human Resources Director** – Hartley reviewed a copy of the HR Report submitted by Ginger Harris. Harris reported that over the last month she processed 8 new hires and 6 terminations. Harris reported vacancies in the Jail, Zoning and Public Defender’s offices. Harris reported that open enrollment had been processed as well as the pay increases. Harris reported that the increase in the County’s contribution towards family health insurance coverage resulted in 10 employees adding their dependents, at a total cost of approximately \$150,000 for 2024.

**Report from Executive Director** – Hartley reported that she submitted the county’s grant application for the roof project through the National Park Service, noting that there could be a timing issue as previously discussed. Hartley reported that the RFP for the Drive Thru and the new county website were next up on her project list.

**Comments from the Chairman** – Carley reported that Jackie Dever has announced her retirement in August of this year. Carley reported that the County’s text amendments for battery storage was passed by the RPC with no objections. Carley touched on mis-information being circulated regarding migrant buses and encouraged board members to

help stop the spread. Carley reported that Sheriff Bohm updated the SJL Committee on how they would address issues with unscheduled buses should they occur.

**Comments from Committee Chairman –**

On behalf of the Agriculture & Zoning Committee, Earing reported that the committee reviewed a resolution regarding CO2 pipelines and the solid waste report.

On behalf of the Highway Committee, Lovell reported that there are several items coming to the full board including bridge engineering agreements and an IGA with the Village of Dwight for use of a single axel truck and a salt spreader.

On behalf of the Property Committee, Vitzthum reported that things were going well with the new maintenance manager. Vitzthum stated that he felt the reports were probably the best he had received.

On behalf of the Finance Committee, Fannin reported that the committee has a few action items including a working cash loan to tort, two transfers of deed, and the Devnet service agreement.

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

The floor was open for public comment.

*Motion by Fannin, second by Vietti to adjourn the meeting.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:22 p.m.

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Alina M. Hartley  
Executive Director