

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF FEBRUARY 7, 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 (arrived at 5:10p.m.), Gerald Earing, Marty Fannin, Gina Manker, Jack Vietti, John Vitzthum and Bob Weller

Absent: None

Also Present: Executive Director Alina Hartley, Human Resource Director Ginger Harris, Finance Director Diane Schwahn, I.T. Administrator Jon Sear and County Board Members Rebekah Fehr and Linda Ambrose

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

MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the January 3, 2024 meeting. *Motion by Vitzthum, second by Manker to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

Decennial Report – Heartland Community College - The committee reviewed a Decennial Efficiency Committee Report submitted by Heartland Community College. *Motion by Fannin, second by Weller to forward the decennial report to the full board for acceptance.* **MOTION CARRIED WITH ALL AYES.**

Report from Human Resources Director – Harris reported that the majority of January has been consumed with personnel changes, in which there are 12 job opportunities available in the County. Harris indicated that several people who have turned in their notices are retiring over the next several months. Harris reported that there are 5 workman’s comp cases open and 3 cases that are in litigation. Harris mentioned that the Total Compensation & Benefit Statements were distributed for all employees. Harris stated that with the assistance of the Ambassador Group, they have begun exploring employee development training options for 2024. Harris reported that the Sage Time & Attendance Project has begun, noting that the goal is to go live in May and to have all the departments on the new system by the end of the fiscal year.

Report from Executive Director – Hartley reported that she met with the Department Heads and Ambassadors for a demonstration with Revize, a potential new website developer, and is planning to sign a contract with them within the next couple of weeks. Hartley reported that she still has not received official word in regards to the broadband grant application, but is hoping by next month to make an announcement as things are looking positive. Hartley mentioned that she participated in the North Central Illinois

Council on Government's Broadband Workshop where discussion took place on how to become broadband ready. Hartley stated that she released the RFP for the H&E Drive-Thru Facility with a deadline at the end of February and that work is continuing on the final ADA items at the Law & Justice Center. In regards to the ADA legal work, Hartley reported that they are in the document production stage and she will be shifting her focus to gather all documents related to the entire project.

Comments from the Chairman – Carley reported that a couple RPC and ZBA members have resigned from their duties and they are looking for potential candidates to appoint. Carley stated that there have been amendments to the Zoning Ordinance to add Battery Energy Storage Systems and those changes will be going to the Board this month.

Comments from Committee Chairman –

On behalf of the Information Technology Committee, Manker reported that they had a short meeting where the new I.T. employee was introduced and Sear gave an overview on the project they have been working on.

On behalf of the Sheriff, Jail & License Committee, Weller reported that monthly reports were given, housing is remaining steady at the Jail, and the Sheriff gave his annual report and touched on upcoming retirements, noting he would like to hire early.

On behalf of the Agriculture & Zoning Committee, Earing reported that 3 solar projects and 2 text amendments were approved and they are considering changing the electronic recycling day.

On behalf of the Highway Committee, Lovell reported that the Committee congratulated Clay Metcalf for his 30 years of dedication with the County and noted that the department stayed on budget.

On behalf of the Property Committee, Vitzthum reported that the maintenance department is doing a good job at taking preventative measures and keeping up with repairs.

On behalf of the Finance Committee, Fannin reported that the Committee approved the end of year transfer resolution. Fannin reported that they received semi-annual reports from both the County Clerk and Circuit Clerk, and are recommending approval of a resolution authorizing the closure of the County Clerk's Office on election day for all non-election related activities.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that there were 5 appointments this month and an amendment to the Standing Rules, changing Emergency Services from the Agriculture & Zoning Committee to the Sheriff, Jail & License Committee.

The floor was open for public comment.

Motion by Fannin, second by Weller to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:26 p.m.

Jordan E. Uselding
Executive Assistant