

LIVINGSTON COUNTY BOARD  
FINANCE COMMITTEE  
MINUTES OF FEBRUARY 6, 2024

Committee Chair Marty Fannin called the meeting to order at 6:00 p.m. in the Committee Room of the Historic Courthouse.

Present: Marty Fannin, Gerald Earing, Michael Haag, Steven Lovell and Bill Mays

Absent: Paul Ritter and Seth Welch

Also Present: Executive Director Alina Hartley, Finance Director Diane Schwahn, County Treasurer M. Nikki Meier, County Clerk Kristy Masching and Circuit Clerk LeAnn Dixon

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

**MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the January 2, 2024 meeting. *Motion by Haag, second by Lovell to approve the minutes as submitted.* **MOTION CARRIED WITH ALL AYES.**

**Resolution: Authorizing End of Year Budget Transfer** – Schwahn reported the Jail was the only department which required fund transfers from contingency. Schwahn noted that all other transfers were able to be done within the department. *Motion by Haag, second by Mays to recommend approval of the resolution authorizing the end of year budget transfer.*

**MOTION CARRIED WITH ALL AYES.**

**Resolution: Authorizing Temporary Closure of County Clerk's Office** – Masching reported that the County Clerk's Office will be performing duties pertaining the General Primary Election on March 19, 2024. Masching requested authorization to close the office to any other services on said day other than election related services. *Motion by Lovell, second by Earing to recommend approval of the resolution authorizing temporary closure of the County Clerk's Office on March 19, 2024.* **MOTION CARRIED WITH ALL AYES.**

**Circuit Clerk's Semi-Annual Report** – A copy of the Circuit Clerk's semi-annual report was provided to the Committee. Dixon reported that the cases filed have remained steady, but due to the Pretrial Fairness Act there has been more work for everyone and the receipt of income has decreased. *Motion by Lovell, second by Haag to recommend approval of the Circuit Clerk's semi-annual report.* **MOTION CARRIED WITH ALL AYES.**

**County Clerk's Semi-Annual Report** – Masching provided a copy of the semi-annual report to the Committee. *Motion by Lovell, second by Mays to recommend approval of the County Clerk's semi-annual report.* **MOTION CARRIED WITH ALL AYES.**

**Extension of Fiscal Agent Agreement: Vermillion Valley** – Hartley reported this is an extension of the agreement with Vermillion Valley Regional Emergency Communications Authority to serve as fiscal agent. Hartley noted that currently the County provides for bookkeeping, payroll, reporting, IT and HR services. Hartley noted that there will be minor modifications as the County no longer provides GIS services, and the description of the services that 911 provides for the County will need to be updated. *Motion by Earing, second by Haag to recommend approval of the Fiscal Agent Agreement with Vermillion Valley.* **MOTION CARRIED WITH ALL EYES.**

**Finance Report** – The Committee reviewed a copy of the monthly finance report. Schwahn reported that funds are on target, although some adjustments need to be made including Sheriff and Jail payouts. Schwahn reported that there is about \$2 million surplus in the General Fund. Schwahn mentioned that the auditors were here and it went well.

**Review & Approval of Bills** – The Committee reviewed the bills submitted. *Motion by Haag, second by Mays to approve the bills as submitted.* **MOTION CARRIED WITH ALL EYES.**

The floor was opened for public comment.

*Motion by Earing, second by Lovell to adjourn.* **MOTION CARRIED WITH ALL EYES.**

The meeting adjourned at 6:27 p.m.

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Jordan Uselding  
Executive Assistant