

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF MARCH 6, 2024

Vice-Chair Steven Lovell called the meeting to order at 5:00 p.m. in the Committee Room of the Historic Courthouse.

Present: Steven Lovell, Gerald Earing, Marty Fannin, Gina Manker, Jack Vietti, John Vitzthum and Bob Weller

Absent: James Carley

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Human Resource Director Ginger Harris, Finance Director Diane Schwahn, and County Board Member Michael Haag

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

The Committee reviewed the minutes of the February 7, 2024 meeting. *Motion by Weller, second by Fannin to approve the minutes as submitted. MOTION CARRIED WITH ALL AYES.*

Decennial Report – Avoca Township & Avoca Road District - The committee reviewed a Decennial Efficiency Committee Report submitted by Avoca Township & Avoca Road District. *Motion by Fannin, second by Vitzthum to forward the decennial report to the full board for acceptance. MOTION CARRIED WITH ALL AYES.*

Report from Human Resources Director – Harris reported that there have been various personnel changes, in which have resulted in 11 job opportunities available in the County. Harris mentioned that she will be assisting the Circuit Clerk in interviews next week for her open positions. Harris reported that there are 7 active workman’s comp cases open and including 5 cases that are in litigation. Harris stated that with the assistance of the Ambassador Group, several employee development training options have been identified for 2024 and will be available on the Learning Management System by the end of the week. Harris mentioned that IMRF has done an overhaul of their website which will only affect her as she will need to learn the new website in terms of enrollments, terminations and disability filings. Harris reported that they are projecting to go live in May with the new Sage Time & Attendance System and to have all departments on the system by the end of the fiscal year. Harris stated that she has weekly meeting with the Finance Department and developer as the project progress.

Report from Executive Director – Hartley reported that the ADA work at the Law & Justice Center is getting closer to completion, noting that the walls have been framed and they are currently working on the floor. Hartley stated that once the lift is installed within

the next few weeks, they will be able to wrap up the project. Hartley stated that she attended the UCCI meeting in Springfield where there was discussion on wind and solar amendments but overall didn't anticipate any changes for at least the next year, as well as discussion on CO2, indicating there appeared to be enough support to put a hold on any development. Hartley mentioned that she worked with the ad hoc group on zoning efficiencies and will continue to work the Regional Planning & Zoning Office on implementing the recommended changes. Hartley reported that she met with Brittney Miller and Attorney Andrew Keyt to review the application documents for Heritage Prairie Wind Farm and is anticipating hearing to begin between the end of April and mid-May.

Comments from the Chairman –

Lovell advised there was nothing to report.

Comments from Committee Chairman –

On behalf of the Agriculture & Zoning Committee, Earing reported that the Committee discussed making changes to the ordinance in regards to rental properties. Earing stated that the Committee will take the month to review the changes and Attorney Andrew Keyt will be present in April to discuss those changes.

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

On behalf of the Sheriff, Jail & License Committee, Weller asked that the Committee take a moment of silence for the passing of Committee Vice-Chair Mark Runyon. Weller reported that monthly reports were given, housing is remaining steady at the Jail, a raffle license was approved for St. Paul School, and Deputy Jenkins was present at the Sheriff's town meeting to introduce himself and discuss flock cameras.

On behalf of the Property Committee, Vitzthum reported that Johnson gave an overview of all maintenance that is taking place within the county buildings.

On behalf of the Finance Committee, Fannin reported that the Committee recommended approval of 4 resolutions for the final budget transfer, property tax abatement for Sealtite, and establishing the Circuit Clerk and Coroner's salaries.

On behalf of the Information Technology Committee, Manker reported that the Committee did not meet this month.

On behalf of the Highway Committee, Lovell reported that the Committee discussed Local Agency Agreement for Federal Participation and County Highway Road Use Agreements.

Public Comment –

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 5:33 p.m.

Jordan E. Uselding
Executive Assistant