

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF JUNE 5, 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, Gerald Earing, Marty Fannin, Gina Manker, Jack Vietti, John Vitzthum and Bob Weller

Absent: Steven Lovell

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Human Resource Director Ginger Harris, Finance Director Diane Schwahn, and County Board Members Linda Ambrose, Dan Myers and Craig Monson

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

The Committee reviewed the minutes of the May 8, 2024 meeting. *Motion by Fannin, second by Earing to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

Decennial Reports – The committee reviewed a Decennial Efficiency Committee Report submitted by Owego Township & Road District. *Motion by Vietti, 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 she has processed 4 new hires and 6 terminations, noting that 4 of those terminations were retirements in May. Harris stated that there are still a couple open positions within the County. Harris reported that they are continuing to work through the Workman’s Comp cases, which include 7 workman’s comp cases open and 5 cases that are in litigation. Harris stated they are continuing to work with the attorneys to resolve the EEOC claim. Harris reported that the Sage Time & Attendance Project is progressing and they will begin administrative training soon. Harris stated that she assisted the Sheriff’s Office with interviews for the Assistant Jail Administrator position. Harris reported that she has completed a draft form of the Employee Benefit Packet for 2025, that will include information regarding the benefits offered, details regarding the insurance options, who is eligible, the open enrollment process, as well as pension information and contact information.

Report from Executive Director – Hartley reported that she attended a couple meetings regarding Broadband. Hartley stated that one of the topics discussed is the county’s participation in Broadband development, so they will be looking at developing standards

and application guidelines for developers. Hartley mentioned that she attended the UCCI meeting in Springfield, as well as the monthly 911 meeting. Hartley stated that the final review with Summerill on the IGA for federal contract has been completed and the last item to be added is the new Assistant Jail Administrator position, then they will be able to start negotiations on the contract. Hartley stated that she will be conducting budget training for the board members who are interested on June 24th at 5:00pm. Hartley reported that her office is continuing to work on the website project, noting that they have about 2 weeks to wrap up the sitemap and all additional content.

Comments from the Chairman – Carley thanked all committee chair’s and members for having a smooth committee week. Carley questioned if there was a need for the Committee to meet in July with the consensus being no. Should the HR Director or Executive Director have budget requests in excess of the allocation, the Committee will meet the week of the board meeting.

Comments from Committee Chairman –

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

On behalf of the Information Technology Committee, Manker reported that they will be adding maintenance agreements into the FY2025 budget for the Camera System at the Jail & H&E Building, as well as the S2 Badge System that is in all of the buildings.

On behalf of the Property Committee, Vitzthum reported he found the property tours at the Torrance St. and Water St. properties to be beneficial and it gave those who attended an idea of what maintenance needs to be addressed.

On behalf of the Agriculture & Zoning Committee, Earing reported that they had a subdivision and solar farm.

On behalf of the Sheriff, Jail and License Committee, Weller reported that they discussed hiring an Assistant Jail Administrator as well as reviewed the 2025 holiday schedule, monthly reports, and a raffle license.

On behalf of the Finance Committee, Fannin reported that they will be meeting before the board meeting to review an ARPA funding request from Dwight FPD.

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 5:35 p.m.

Jordan E. Uselding, Executive Assistant