

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF AUGUST 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, Gerald Earing, Marty Fannin, Gina Manker, Jack Vietti and John Vitzthum

Absent: Bob Weller

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

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

The Committee reviewed the minutes of the July 11, 2024 meeting. *Motion by Lovell, second by Earing to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

Decennial Reports – The committee reviewed Decennial Efficiency Committee Reports submitted by Avoca-Owego-Eppards Point MTAD, Sunbury-Nevada-Esmen MTAD, and Saunemin-Pleasant Ridge-Charlotte-Union MTAD. *Motion by Vietti, second by Fannin to forward the decennial reports to the full board for acceptance.* **MOTION CARRIED ON VOICE VOTE WITH ALL AYES.**

FY2025 Budget Requests – The committee was provided with a copy of the FY2025 budgets from the County Board, County Board Office, and Human Resources. Hartley reported that there were no requested increases. *Motion by Fannin, second by Manker to forward all budget items to the Finance Committee.* **MOTION CARRIED ON VOICE VOTE WITH ALL AYES.**

Report from Human Resources Director – Harris reported that there are positions available in Probation, Health & Education, Jail, Highway and Public Defender’s Office. Harris stated that they are continuing to work through the Workman’s Comp cases, which include 7 workman’s comp cases open, noting that several of these are old cases that are slow moving through the process. Harris stated she and Hartley are continuing to work with the attorneys on an EEOC claim. Harris mentioned that the mandatory harassment training has wrapped up and several other trainings have been added to the Learning Management Platform. Harris reported that the Sage Time & Attendance Project is in the testing stage and the next step is training the managers and employees.

Report from Executive Director – Hartley reported that she attended the monthly 911 meeting where they discussed the radio project, noting that the broadband portion is progressing and CIRBN should have the fiber installed to the Saunemin tower within the next few months. Hartley stated that the radios from DuPage have experienced another delay and aren't expected until this time next year. Hartley reported that Revize completed the transfer of content to the new website, however, the initial draft of the website does not align with the updates that were given on the sitemap, so she will be providing them with a layout of the changes that need to be made prior to the launch coming in the next month or two. Hartley stated that she has been working on reviewing documentation related to Show Bus and the transportation grant to get up to speed.

Comments from the Chairman – Carley reported that he attended the UCCI conference and found it very beneficial, noting cyber security and the County's relationship with their State's Attorney and matters of obtaining legal advice were topics of discussion. Carley reported that the old maintenance building is being utilized for storage between the Highway and Maintenance Department to house and work on equipment. Carley thanked all of the chairmen for their efforts and expressed his gratitude.

Comments from Committee Chairman –

On behalf of the Highway Committee, Lovell reported that the committee discussed year end items, FY2025 budget, and negotiations on road use agreements.

On behalf of the Rules, Legislation, Veterans and Community Services Committee, Vietti reported that the committee reviewed an Intergovernmental Agreement with VAC and a reappointment for the Zoning Board of Appeals. Vietti reported that Show Bus was present to discuss their services with the committee.

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

On behalf of the Property Committee, Vitzthum reported that the sewer project and pavement is complete, the drive-thru structure is up and Paul Scharnett was present to discuss the bids received for the Historic Courthouse roof project.

On behalf of the Agriculture & Zoning Committee, Earing reported that the committee reviewed an application from the Landfill for a borrow pit, Heritage Wind Farm, Anaconda Solar projects, decommissioning plans and the Host County Agreement. Earing reported there will be a special meeting on August 15th at 5:45 p.m., before the board meeting, for the Heritage Wind Farm.

On behalf of the Finance Committee, Fannin reported that the Sheriff and Public Defender were present to discuss their budget and capital requests. Fannin reported that there will be a special meeting on August 28th at 6:00 p.m.

The floor was open for public comment.

Motion by Vietti, second by Lovell to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:55 p.m.

Jordan E. Uselding, Executive Assistant