

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF APRIL 3, 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, Jack Vietti, John Vitzthum and Bob Weller

Absent: Gina Manker

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, Bill Mays and Mike Haag

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

MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the March 6, 2024 meeting. *Motion by Earing, second by Fannin to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

Decennial Report – Chatsworth Township & Road District - The committee reviewed a Decennial Efficiency Committee Report submitted by Chatsworth Township & Road District. *Motion by Vietti, 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 many of the open job positions have been filled, leaving only 4 positions open within the Public Defender’s Office, Highway, Public Health and Sheriff’s Office. 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 that she, Hartley, and Dever have been working through an EEOC claim. Harris mentioned that the annual required sexual harassment training is on the Learning Management System for all employees to complete for 2024 and she will continue to add additional training opportunities throughout the month. Harris noted that she is continuing to learn and navigate the various processes in the new IMRF website. Harris reported that the Sage Time & Attendance Project is beginning the programming phase and once complete she and the Finance Department will be trained on how to use the system with the county’s data and time keeping rules. Harris indicated that the go live date will be in June, but she is confident all departments will be on the new system by the end of the fiscal year. Harris stated that the administration team has begun the prep work for budget season.

Harris reported that she attended a Compensation & Benefit Strategy seminar, noting that many of the strategies suggested are procedures that Livingston County is already doing.

Report from Executive Director – Hartley reported that she is continuing to work with Heyl Royster on the ADA litigation. Hartley stated that the lift for the Law & Justice Center was delayed with the new anticipated delivery date of mid-late April. Hartley noted that there are still modifications that need to be done to a cabinet in one of the 1st floor restrooms. Hartley reported that she worked with Attorney Andrew Keyt and Planning/Zoning Director Brittney Miller on the efficiencies and administrative changes for the Zoning Office, as well as ordinance amendments that will be required for Airbnb's and dog kennels. Hartley mentioned that they also reviewed a wind farm application, noting that it was not complete and the applicant was notified of the missing items and informed that the case will be set for hearing once everything is received. Hartley reported that she met with the Sheriff, Animal Control and the State's Attorney to in regards to the Schafer zoning case and the current status. The group concluded that amendments to the ordinance are needed and in the meantime animal control will conduct onsite visits with Illinois Department of Ag and will document their findings. Hartley noted that the first inspection had been completed on March 21st and everything was in good order at the time. Hartley stated that the reports indicate that the dogs were well cared for, and the home and yard were cleanly. Hartley mentioned that she has been working on an RFP for solar development on the old nursing home grounds. Hartley stated that the new website project is officially underway and her office will meet with Revize next week to pin down the sitemap layout and how the website will be structured.

Comments from the Chairman – Carley reported that since he was gone for the month of March, he has been busy this week conducting interviews to fill the vacancies within the County Board, ZBA and RPC. Carley reported that he and Lovell spoke with Craig Monson and believe he would be a great fit to fill the vacancy of Mark Runyon on the Board. Carley stated Haberkorn, chairman of RPC, submitted a letter of resignation and due to that he would like to appoint Jim Davis as the new RPC chairman along with the appointment of Bill Skonetski as a new member. Carley reported that in order for a member of any board to resign they must submit a letter in writing for it to be official. Carley stated that only one member of the ZBA has submitted a letter of resignation and he has an interview scheduled at the end of the week to possibly fill that vacancy. Carley mentioned that he is also looking to find alternates for the ZBA in case members cannot be present and there is no quorum. Carley stated that there was a member of the ZBA who was considering leaving, but attended the Ad Hoc Meeting to address Zoning efficiencies and is satisfied with the direction things are headed.

Comments from Committee Chairman –

On behalf of the Sheriff, Jail & License Committee, Weller reported that monthly reports were given, staffing levels are up at the Jail, and annual liquor license and mobile home renewals were approved. Weller reported that the Pro-Active Unit conducted a narcotic search warrant and seized a significant number of drugs, weapons and ammunition and made 4 arrests.

On behalf of the Agriculture & Zoning Committee, Earing reported that the Committee reviewed three decommissioning plans and discussed efficiencies in the Zoning Office.

On behalf of the Highway Committee, Lovell reported that the Committee approved a Federal Aid Agreement, many Bridge Petition & Engineering Agreements and letting results from March 28th, 2024. Lovell reported that they have started negotiations with Avangrid Renewables regarding the Road Use Agreement.

On behalf of the Property Committee, Vitzthum reported that Facility Services has been doing a lot of preventative maintenance and repairs, as a lot of the equipment is aging. Vitzthum reported they have also been working on the H&E Drive-Thru Facility.

On behalf of the Finance Committee, Fannin reported that the committee reviewed the FY2023 Audit with Lauri Pope from Mack & Associates and approved a 3-year proposal for their auditing services. Fannin reported the committee also approved adding a PS4 category to the salary schedule and agreed to get estimates to contract out the 6-year capital improvement plan for the County.

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

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 5:36 p.m.

Jordan E. Uselding
Executive Assistant