

LIVINGSTON COUNTY BOARD
ADMINISTRATIVE COMMITTEE
MINUTES OF MAY 8, 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, Jack Vietti and John Vitzthum

Absent: Steven Lovell, Marty Fannin and Bob Weller

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 and Craig Monson

Carley called for any additions or corrections to the revised agenda with none requested.

Motion by Manker, second by Earing to approve the revised agenda as presented.

MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the April 3, 2024 meeting. *Motion by Vitzthum, second by Vietti to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

Decennial Reports – The committee reviewed six Decennial Efficiency Committee Reports submitted by Belle Prairie Township, Illinois Central College, Pleasant Ridge Road District, Pleasant Ridge Township, Pontiac Rural Fire District and Forrest Public Library. *Motion by Earing, second by Vitzthum to forward the decennial reports to the full board for acceptance.* **MOTION CARRIED WITH ALL AYES.**

Report from Human Resources Director – Harris reported that she has processed 5 new hires and 3 terminations, as well as met with 4 employees who will be retiring in May. Harris noted 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 mentioned that almost everyone has completed the sexual harassment training for 2024 and she will continue to add additional training opportunities throughout the year. Harris reported that the Sage Time & Attendance Project is progressing a little slower than expected due to the complexity of our departments and staffing, but is still projecting that the go live date will be in June and to have all departments on the new system by the end of the fiscal year. Harris stated as part of the prep work for budget season, she completed an extensive review of the salary schedule. Harris reported that she has begun working on an Employee Benefit Packet for 2025, which will include information regarding the benefits offered, details regarding insurance options, who is eligible, the open enrollment process, and pension information.

Report from Executive Director – Hartley reported that she attended the quarterly CIRMA meeting in Bloomington and noted they are attempting to coordinate a round table with Sheriff’s focusing on training initiatives that could possibly help with risk management. Hartley reported that she also attended the monthly 911 meeting and the radio project is progressing. Hartley announced that the broadband grant with CIRBN has been approved by the state of Illinois. Hartley stated that preparation for the 2025 budget has begun and the administrative staff has met with all departments heads who are requesting salary adjustments and/or additional staff as part of their FY2025 budget request. Hartley reported that she worked with Attorney Andrew Keyt and Planning/Zoning Director Brittney Miller to coordinate the text amendment documents that will be presented at this month’s board meeting. Hartley mentioned that she had a few meetings with Heyl Royster on the ADA litigation. Hartley reported that she and Jordan have been spending quite a bit of time working on the website, noting that the design portion is complete upon final authorization and will be proceeding to the next phase of the project.

Comments from the Chairman – Carley reported that he will be presenting a resolution of respect to Mark Runyon’s wife to acknowledge his time as a Board Member. Carley reported that he is glad everyone has been expressing their viewpoints during meetings, but reminded the members that side conversations need to be kept to a minimum as they cause distractions and make it hard for the members to focus.

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 did not meet this month, but will be meeting in June.

On behalf of the Property Committee, Vitzthum reported that they received a bid from 4-D Construction for the H&E drive-thru facility and it will be coming to the board this month.

On behalf of the Agriculture & Zoning Committee, Earing reported that the Committee reviewed several action items this month and noted that he would like to recognize all of the volunteers and staff who came out and helped at the E-Recycling event.

On behalf of the Highway Committee, Carley reported that the Highway Department is very satisfied with the new building and the transition into it has gone well with only a few minor things to still be completed.

Monson thanked all of the members for their guidance and helping make his transition onto the Board as smooth as possible.

The floor was open for public comment.

Motion by Vietti, second by Vitzthum to adjourn the meeting. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:18 p.m.

Jordan E. Uselding
Executive Assistant