

LIVINGSTON COUNTY BOARD
FINANCE COMMITTEE
MINUTES OF MAY 7, 2024

Committee Chair Marty Fannin called the meeting to order at 6:06 p.m. in the Committee Room of the Historic Courthouse.

Present: Marty Fannin, Gerald Earing, Michael Haag, Steven Lovell, Bill Mays, Paul Ritter and Seth Welch

Absent: None

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, Facility Services Manager Shawn Johnson, Health Department Administrator Jackie Dever, Director of Health Education Erin Fogarty, and County Board Members Linda Ambrose, James Carley, Rebekah Fehr, Craig Monson, Bob Weller and Gina Manker

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

The Committee reviewed the minutes of the April 2, 2024 meeting. *Motion by Welch, second by Lovell to approve the minutes as submitted. MOTION CARRIED WITH ALL AYES.*

H&E Drive-Thru Project & Budget – Hartley reported that the Property Committee has recommended approval of the Drive Thru Facility with a low bid of \$483,700, a budgeted amount of \$20,000 for site permitting & utilities and \$48,300 for contingency and allowances for an overall project budget of \$552,000. Hartley noted that there are sufficient funds within the APRA grant to cover the overage for this project. *Motion by Ritter, second by Earing to recommend approval of the H&E Drive-Thru project & budget request and send to the full County Board. MOTION CARRIED ON ROLL CALL VOTE. Ayes:* Marty Fannin, Gerald Earing, Michael Haag, Steven Lovell and Paul Ritter *Nays:* Bill Mays and Seth Welch

Salary Schedule Amendment – Harris presented an amended Salary Schedule for the Committee’s consideration. Harris reported that when evaluating the salary schedule, she compared our positions with like positions in the county based on job descriptions and skill sets, not by exact jobs. Harris noted that the salary schedule does not consider benefit packages. Harris stated this a guideline for managers and employees to show employees there is no discrimination within the county and the potential growth and development employees have to work towards. *Motion by Earing, second by Ritter to recommend approval of the amendment to the salary schedule in response to minimum wage. MOTION CARRIED WITH ALL AYES.*

Mutual Aid Request for Funding – The Committee reviewed a request submitted by the Livingston County Mutual Aid Association for the purchase of public safety training props. The equipment will be utilized in a new training complex that will be utilized by Livingston County Fire, EMS, Law Enforcement and LACC students. Letters in support of the request were received from the LACC, Pontiac Police Department and the Livingston County Sheriff’s Department. Hartley noted that there was sufficient ARPA funds available to honor the request as submitted. *Motion by Ritter, second by Haag to recommend approval of the mutual aid request for funding.* **MOTION CARRIED ON VOICE VOTE.**

Budget Calendar & Guidelines – Hartley reported that in order to make the budget process as efficient as possible, the administrative team has met with all department heads requesting salary adjustments for the 2025 budget year. Hartley provided the committee with a summary of recommended adjustments to the salary allocations. *Motion by Ritter, second by Welch to recommend approval of the budget and recommended allocations.* **MOTION CARRIED WITH ALL AYES.**

Hartley stated the second summary outlines requests pending approval and mainly reflect additions in staffing. Hartley stated that while the administrative team does not generally recommend approval of additional staffing, they would recommend the addition of an Assistant States Attorney. Hartley noted that this position was voluntarily reduced by the States Attorney several years ago, and they are just now requesting reauthorization to re-hire. Hartley noted that there have been some issues within the department with staff being able to utilize vacation time due to the workload. *Motion by Ritter, second by Earing to recommend approval of the State’s Attorney’s budget allocation request.* **MOTION CARRIED ON VOICE VOTE.** Any remaining requests will be submitted by the department heads as part of the FY2025 budget process.

Hartley reported that in regards to salary increases, this is the year we are scheduled to go back to percentage based. Hartley noted that collective bargaining agreements include increases that range from 2 to 2.5% for the year. Hartley stated they are recommending an increase of 2% for non-union personnel with a minimum increase of \$0.50. *Motion by Haag, second by Ritter to include salary adjustments of 2% with a minimum increase of \$0.50.* **MOTION CARRIED WITH ALL AYES.** *Motion by Welch, second by Ritter to recommend approval of the budget calendar and guidelines.* **MOTION CARRIED WITH ALL AYES.**

Authorization to Proceed with 2025 Vehicle Purchases – Hartley reviewed the status of vehicle orders with the 2023 orders being cancelled and the 2024 orders being limited. Hartley noted that there were 19 vehicles eligible for replacement. Hartley requested authorization to proceed with the purchase of 8 vehicles immediately followed by an additional 5 to be ordered in October of this year. Discussion took place. Hartley noted that the request applied to the Sheriff’s Department only and did not include additional requests that may be forthcoming as part of the budget process for other departments including the jail. *Motion by Ritter, second by Earing to approve the 2025 vehicle purchases as requested.* **MOTION CARRIED WITH ALL AYES.**

Finance Report – The Committee reviewed a copy of the monthly finance report. Schwahn reported that the County had once again been awarded the GFOA budget award.

Other Items - Hartley reported that the County has been approved for the Broadband Grant. Hartley mentioned that if any committee members are interested in budget training to reach out and she will offer either a group session or one-on-one.

Review & Approval of Bills – The Committee reviewed the bills submitted. *Motion by Ritter, second by Earing to approve the bills as submitted.* **MOTION CARRIED WITH ALL AYES.**

The floor was opened for public comment.

Motion by Mays, second by Lovell to adjourn. **MOTION CARRIED WITH ALL AYES.**
The meeting adjourned at 7:11 p.m.

Jordan Uselding
Executive Assistant