

FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act ("FOIA") is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

BACKGROUND INFORMATION

PURPOSE: The County Administrator directs the day-to-day operations of all County functions and activities, which fall under the jurisdiction of the County Board. He coordinates county departments, offices or agencies under the jurisdiction or policy control of the County Board, including implementing and/or monitoring and evaluating the implementation of Board policy in all such departments, offices or agencies. He plans, develops, presents and recommends policies and programs for consideration by the Board. Specific operating responsibilities include: coordinating preparation and implementation of the County's annual operating and capital budgets; administering personnel and purchasing policies; administering all risk management and insurance programs; and providing direct supervision of centralized administrative services. He cooperatively works and collaborates with all County departments, offices and agencies not under the Board's jurisdiction or policy control to promote a high level of interdepartmental cooperation and consistency of administrative procedures and operations.

The County Administrator's Office is responsible for coordinating and implementing actions approved by the County Board. This includes, but is not limited to: maintenance of all County Board files and lists of appointments; preparation of calendar and agenda for scheduled County Board and committee meetings; and recording and transcribing minutes at County Board committee meetings.

EMPLOYEES: The Jo Daviess County Administrator's Office employs three full-time employees.

BUDGET: The total operating budget for the Jo Daviess County Administrator's Office for the Fiscal Year 2024 is \$266,511.

JO DAVIESS COUNTY ADMINISTRATOR'S OFFICE
330 NORTH BENCH STREET
GALENA, IL 61036
PHONE: (815) 777-6557 FAX: (815) 777-2285
EMAIL: countyadministrator@jodaviesscountyil.gov

BOARDS: The Jo Daviess County Administrator's Office reports to the Jo Daviess County Board. The County Administrator's Office provides staff support to the Jo Daviess County Board and Jo Daviess County Board Committees. A listing of committees and committee members is attached as Exhibit 2.

PROCEDURE FOR REQUESTING RECORDS

FOIA REQUESTS: Any person may request public records for inspection or copying by completing and submitting a Request For Public Records form via U.S. Mail, E-mail, Facsimile or in person; or by any written or verbal request to any of the below designated FOIA Officers. Responses will be sent in the designated time periods allowed for all FOIA requests in accordance with the procedures set forth in FOIA and all or applicable federal and state laws.

FOIA OFFICERS: All FOIA requests to the Jo Daviess County Administrator's Office should be given to one of the following FOIA Officers:

Scott Toot, County Administrator
Mary Althof, Office Manager
Tessa Moore, Financial Administrative Manager
330 N. Bench Street, Suite 117
Galena, IL 61036
Telephone: (815) 777-6557
Facsimile: (815) 777-2285
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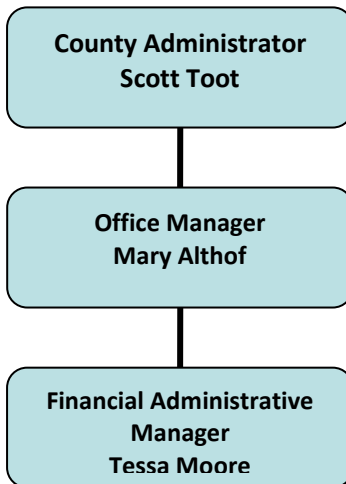
COPY COSTS: Except when a fee is otherwise fixed by statute, the Jo Daviess County Administrator's Office will charge the following rates for copies of requested records:

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	Cost to reproduce and certify
Black and White 24" x 36"	The actual cost charged to the County by area printers
Color 24" x 36" and other oversized copies	The actual cost charged to the County by area printers
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

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EXHIBIT 1

**Jo Daviess County Administrator's Office
Organizational Chart**



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EXHIBIT 2

Jo Daviess County Administrator's Office Boards & Committees

JO DAVIESS COUNTY BOARD

Dianne Allendorf - District 12	John Lang, Vice-Chairman – District 3
Lynn Gallagher – District 11	Tina Brandel – District 15
Joseph Heitkamp – District 4	John Grizzoffi – District 10
Steve Endress – District 6	Darcy Wild – District 14
Daniel Holcomb – District 5	Diane Gallagher – District 1
Robert Heuerman – District 16	John Schultz – District 9
John Creighton – District 7	Vacant – District 13
Michael Holt – District 8	LaDon Trost, Chairman – District 17
Don Zillig – District 2	

JO DAVIESS COUNTY COMMITTEES

FINANCE, TAX & BUDGETS

John Schultz, Chairperson
John Lang - Vice-chair
John Creighton
Diane Gallagher
Michael Holt
Don Zillig

PUBLIC WORKS

John Creighton, Chairperson
Robert Heuerman, Vice-chair
Steve Endress
John Grizzoffi
Joseph Heitkamp
Michael Holt

SOCIAL & ENVIRONMENTAL

Dianne Allendorf, Chairperson
Tina Brandel, Vice-chair
Lynn Gallagher
Joseph Heitkamp
Robert Heuerman

INFORMATION & COMMUNICATIONS

Tina Brandel, Chairperson
Steve Endress, Vice-chair
Vacant
Lynn Gallagher
John Grizzoffi
Daniel Holcomb

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DEVELOPMENT & PLANNING

Diane Gallagher, Chairperson
Lynn Gallagher, Vice-chair
Steve Endress
Robert Heuerman
John Lang
John Schultz

LAW ENFORCEMENT & COURTS

Don Zillig, Chairperson
John Grizzoffi, Vice-chair
Dianne Allendorf
Tina Brandel
Lynn Gallagher
Darcy Wild

EXECUTIVE

John Lang, Chairperson
LaDon Trost, Vice-Chair
Dianne Allendorf
John Creighton
Diane Gallagher
Tina Brandel
John Schultz
Don Zillig

LEGISLATIVE

John Lang, Chairperson
Don Zillig, Vice-Chair
John Creighton
Daniel Holcomb
John Schultz
Darcy Wild
Michael Holt

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**CATEGORIES OF RECORDS MAINTAINED BY
THE JO DAVIESS COUNTY ADMINISTRATOR'S OFFICE
THAT MAY BE PRODUCED PURSUANT TO
ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

The following categories of records under the possession and control of the Jo Daviess County Administrator's Office may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act (FOIA):

- Committee meeting agendas and minutes
- FOIA requests/responses
- Jo Daviess County Budgets and Audits
- Resolutions and Ordinances
- Insurance - Liability and Workers Compensation
- County Policies
- Employee Handbook
- Certain Vendor Contracts and Agreements
- Vendor Certificates of Insurance
- Collective Bargaining Agreements
- Economic Development Revolving Loan Fund
- Enterprise Zone Documents