

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Merri Berlage
DATE/TIME: February 29, 2016 @ 7:00 pm
PRESENT:

<input checked="" type="checkbox"/> Merri Berlage	<input checked="" type="checkbox"/> Gerald Bennett	<input checked="" type="checkbox"/> RJ Winkelhake
<input checked="" type="checkbox"/> Ron Smith	<input checked="" type="checkbox"/> Randy Jobgen	<input checked="" type="checkbox"/> Don Zillig
<input checked="" type="checkbox"/> Brandon Behlke	<input type="checkbox"/> Steve Rutz	

A quorum was established.

Other Board Members:

Others: John Hay, Elizabeth Kane, Ron Luebcke and Dan Reimer

1. Minutes Approval

- a) RJ Winkelhake made a motion to approve the minutes from the February 1, 2016 Executive Committee meeting. Seconded by Don Zillig and motion passed.

2. Citizens' Comments - None

3. Unfinished Business

- a) FY2015/FY2016 Strategic Goals & Plans
- b) Update on US EPA Site Stabilization Work at the Bautsch Gray Site on Blackjack Road – Nothing new to report.
- c) Update on Jo Daviess County FOIA requests – An updated FOIA request report was included in the informational packet and reviewed by the committee. There have been fifteen new requests since the first of February.
- d) Discussion on tour of the Housing Authority of the County of Jo Daviess facility, 347 Franklin Street, Galena, IL – Merri Berlage has contacted Randy Keleher regarding the tour and is waiting to hear back from him.

4. New Business

- a) Discussion regarding the proposed dissolution of the Jo Daviess County Home Health Care Program - Ron Luebcke, Jo Daviess County Board of Health President, reported that in January, 1981 the Board of Health adopted a resolution to establish the Home Health Care program. The program took a few years to get going but then prospered for many years. In the last three years there has been a decline for several reasons including more competition in the area, staffing issues, competitive salaries, the Affordable Care Act, competition from 24 Hour Care/Mercy/Finley, and technology advantages with respect to websites and advertising. The Home Health Care Advisory Committee has made a recommendation to dissolve the program and this item will be on the Board of Health agenda on March 2nd for their consideration. Elizabeth Kane, Jo Daviess County Public Health Administrator discussed that the program has been short staffed for 2 years and the program has been unable to keep positions filled. Home care agencies all around the State are struggling financially, along with the shortage of nursing staff. Kane is working with the State and is hopeful that the Jo Daviess County Health Department can reinstate the WIC program and the Family Case Management Services program.
- b) Discussion and possible action to approve a Resolution to Create a Part Time Clerical Work Force Pool that includes non-represented/non-elected employees (Recommended by the Personnel Review Committee, see minutes of February 17, 2016) - Dan Reimer reviewed a resolution recommended by the Personnel Review Committee. The Resolution states that the County recognizes that there is a need for a small group of clerical workers to be employed

on an as needed/on call basis, that do not have one specific classification or duty requirement, thereby making it difficult to place such positions on the compensation schedule and the County recommends the creation of a Part Time Clerical Work Force Pool to be utilized for simple clerical duties such as filing, answering phones, mailings, and customer service, to be called upon by various County departments. Implementation of the Part Time Clerical Work Force Pool would begin on March 15, 2015; any employee hired into the pool will be paid an hourly wage of \$10.65, to be reviewed on an as needed basis to be determined by departments utilizing their services; any employee hired into the pool must pass a successful background check; employees will be entered into the County payroll system, identified as Part Time Clerical, and paid from the part time line item of the department that has utilized their services. **Brandon Behlke made a motion to approve a Resolution to Create a Part Time Clerical Work Force Pool that includes non-represented/non-elected employees. Seconded by Randy Jobgen and motion passed.**

c) Discussion and possible action on:

- i. Contents of Media Packet sent to newspapers prior to Jo Daviess County Board Meetings – Dan Reimer discussed that last month we began the discussion on meeting packet that is sent to the media prior to the County Board meeting. The County Administrators office currently prepares a County Board packet which is placed on the County’s FTP site and also prepares a media packet which contains much of the same information that is in the County Board packet. The media packet is emailed to media prior to the County Board meeting. States Attorney, John Hay discussed that rather than the Administrators office making the decision as to what should be sent to the media, the County should establish a policy so it is clear what should be released and what should not. Hay discussed that from a legal perspective, items related to personnel matters, matters in negotiations and matters of closed session should not be included in the packet, and most other documents could be included. The Committee discussed the possibility of placing the County Board packet on the website prior to the County Board meeting.
- ii. Newspaper registration requirements to publish legal notices for Jo Daviess County – States Attorney, John Hay discussed the procedures the County has followed since 2006 regarding registration requirements for newspapers to publish legal notices for Jo Daviess County. Hay discussed the statutory requirements that newspapers must follow to publish legal notices. Hay recommends that a policy or resolution be adopted by the County Board that follows statutory requirements.

Brandon Behlke made a motion to postpone items C. i. and C. ii. for drafting resolutions regarding the contents of the media packet sent to newspapers prior to Jo Daviess County Board meetings and newspaper registration requirements and bring back to the April 4, 2016 Executive Committee meeting. Seconded by Randy Jobgen and motion passed.

- d) Discussion and possible action regarding a request from the Jo Daviess County Housing Authority for the County to approve and sign a Certification of Categorical Exclusion for Capital Fund Grant (IL06P082501-15) in the amount of \$105,336.00 from the Department of Housing and Urban Development (HUD) – Ron Smith received a request letter from the Jo Daviess County Housing Authority to approve and sign a certification of categorical exclusion for a capital grant in the amount of \$105,336.00. **Brandon Behlke made a motion to approve a request from the Jo Daviess County Housing Authority for the County to approve and sign a Certification of Categorical Exclusion for Capital Fund Grant (IL06P082501-15) in the amount of \$105,336.00 from the Department of Housing and Urban Development (HUD). Seconded by Don Zillig and motion passed.**

5. **Summary of Committee Activities** – Ron Smith reported that he received a letter that the Highland Community College Leadership Forum is celebrating their 15th anniversary. HCC and TCEDA will be hosting a NexGen breakfast at Woodbine Bend Restaurant on April 19th from 8:30 – 10:00 a.m. They are asking for sponsors for the event. We will put this item on the March 8th County Board meeting agenda for possible action. Gerald Bennett informed the committee that the IT Department has posted the second IT Systems Administrator position and interviews will start this week. Merri Berlage attended an Ag Coalition meeting earlier today. A Special Development & Planning meeting will be scheduled to discuss the high priority items.
6. **Citizens Comments** - None
7. **Board Member Concerns** – None
8. **Closed Session** – RJ Winkelhake made a motion to enter into closed session at 8:08 p.m. for the purpose of personnel section 2(c)1 “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.” Topic of discussion: review exceptional ratings per Jo Daviess County Merit Pay Policy. Seconded by Randy Jobgen and motion passed. A roll call vote followed resulting in all ayes. At 8:11 p.m. Randy Jobgen made a motion to reconvene to open session. Seconded by RJ Winkelhake and motion passed. A roll call vote followed resulting in all ayes.
9. **Possible action as a result of closed session** - There was no action as a result of closed session.

The meeting adjourned at 8:13 p.m. following a motion made by Randy Jobgen. Seconded by Don Zillig and motion passed.

The next meeting of the Executive Committee is scheduled for Monday, April 4, 2016 at 7:00 p.m.