

## COMMITTEE REPORT

**COMMITTEE:** Executive Committee  
**CHAIRPERSON:** Merri Berlage  
**DATE/TIME:** February 2, 2015 @ 7:03 pm  
**PRESENT:**

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

A quorum was established.

Other Board Members:

Others: Donna Berlage, Linda Deleaux, Jean Dimke, Hal Gilpin, Melisa Hammer, John Hay, Steve Keeffer, Dan Reimer, Tim Stephenson, Sheriff Turner, and Sharon Wand

1. Minutes Approval
  - a) Randy Jobgen made a motion to approve the minutes from the January 8, 2015 Executive Committee meeting. Seconded by RJ Winkelhake and motion passed.
2. Citizens' Comments
3. Unfinished Business - The committee reviewed the most recent FOIA requests. States Attorney John Hay discussed closed session minutes and that every six months they should be reviewed.
4. New Business
  - a) Discussion and possible action regarding a request to amend the 2015 Jo Daviess County Holiday Schedule and Section 7.09 Holidays, of the Jo Daviess County Employee Handbook to reinstate and include Lincoln's Birthday – A request to reinstate Lincoln's Birthday to the Jo Daviess County Holiday schedule was discussed at the January Department Head meeting. At the September 4, 2012 Executive Committee meeting it was agreed to wait and see what would be negotiated with the unions then bring back for discussion. All three union contracts include 14 holidays the employee handbook includes 13 holidays. **Randy Jobgen made a motion to amend the 2015 Jo Daviess County Holiday Schedule and reinstate and include Lincoln's Birthday. Seconded by RJ Winkelhake and motion passed. Randy Jobgen amended the motion to amend the 2015 Jo Daviess County Holiday Schedule and Section 7.09 Holidays, of the Jo Daviess County Employee Handbook to reinstate and include Lincoln's Birthday. Seconded by RJ Winkelhake and motion passed.**
  - b) Discussion and possible action regarding a Letter of Intent from the Galena/Jo Daviess County Convention & Visitors Bureau to the City of Galena – Merri Berlage discussed that at the January County Board meeting it was decided that this item should be sent back to the CVB and the CVB should draft a letter rather than the County Board. CVB Vice-Chair Hal Gilpin discussed the One Voice presentation that is being done by Visit Galena. Gilpin also discussed the letter of intent to the City of Galena stating that the CVB is interested in being considered as one of the bidders for the 2016 marketing contract.

- c) Discussion and possible action regarding Title 1 – Administration, Chapter 5 of the Jo Daviess County Code County Board Organization and Operation Meetings; Rules of Order and Procedure – Merri Berlage asked the committee to review the County Board Rules and Procedures, mark it up and bring it back to the next committee meeting. Berlage discussed that all meeting agendas should be submitted to the County Administrator’s office. The Administration office sends out a weekly meeting notice to the County Board, Department Heads and the media. A quorum should be established at the start of each meeting. All reports, communication, ordinances, resolutions, contract documents or other matters to be submitted to the board shall be delivered to the County Board office or County Administrator’s office in the Courthouse by 3:00 p.m. on the Tuesday prior to the board meeting.
- d) Discussion and possible action regarding 2015 Jo Daviess County Board Planning Retreat - Steve Rutz recommended that the County Board retreat be held on a Wednesday night in March. ETSB meets the first Wednesday of the month and IT meets the fourth Wednesday of the month. Merri Berlage suggested that a questionnaire be sent out before the retreat. A location needs to be determined. Feedback is needed from the committees and department heads.
- e) Discussion and possible action regarding a professional service agreement with Hesse Martone, PC – Reimer discussed that in 2013 the County signed an agreement with Hesse Martone, PC for legal services associated with union negotiations. The second of two agreements that Hesse Martone, PC assisted with was just finalized. However, the County still may need future legal assistance with union matters before the next contract negotiations start in a couple of years. Hesse Martone, PC has requested an increase in hourly rates from \$200.00 per hour to \$225.00 per hour. **Randy Jobgen made a motion to continue with the same service rates with Hesse Martone, PC as per current retention agreement dated February 8, 2013. Seconded by Steve Rutz and motion passed.**

5. Summary of Committee Activities

6. Citizens Comments

7. Board Member Concerns

8. Closed Session – **Brandon Behlke made a motion to enter into closed session at 8:42 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.” Topics of discussion: 24/7 on call compensation for IT support; request to review compensation of Chief Deputy position and Operations Lieutenant position; review exceptional ratings per Jo Daviess County Merit Pay Policy; Sheriff’s stipend for Supervisor of Safety. Seconded by Randy Jobgen and motion passed. At 9:30 p.m. Brandon Behlke made a motion to reconvene to open session. Seconded by Randy Jobgen and motion passed.**

9. Possible action as a result of closed session – There was no action as a result of closed session.

Merri Berlage stated the next meeting of the Executive Committee is scheduled for Monday, March 2, 2015 at 7:00 p.m.

Meeting adjourned at 9:32 p.m. following a motion made by Steve Rutz and seconded by Brandon Behlke, motion carried.