

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Merri Berlage
DATE/TIME: July 6, 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 checked="" type="checkbox"/> Don Zillig
<input checked="" type="checkbox"/> Brandon Behlke	<input checked="" type="checkbox"/> Steve Rutz	

A quorum was established.

Other Board Members:

Others: Richard and Andrea Montgomery, Dan Reimer, Kevin Turner, Steve Keeffer, Joe Kratcha, Donna Berlage, Barb Petkovsek by phone at 7:35.

1. Minutes Approval

- a) Randy Jobgen made a motion to approve the minutes from the June 1, 2015 Executive Committee meeting. Seconded by Don Zillig and motion passed.

2. Citizens' Comments

3. Unfinished Business

- a) FY2014/FY2015 Strategic Goals & Plans – Merri Berlage requested Committee Chairs to place the Committee Assignments from the 2015 Board Retreat on their committee agendas and start working on them.
- 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 reviewed.
- d) Discussion and possible action regarding procedures for closed session recordings and meeting minutes – Berlage reported that the State's Attorney is still working on this item.
- e) 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 –Berlage reviewed some of the County Board procedures and suggested that the consent agenda should be revised. Some County's no longer use a consent agenda and each item is addressed separately on the agenda. Berlage has spoken with UCCI for advice on how to approach this change. Randy Jobgen suggested the consent agenda be sent to the Executive Committee and they can make recommendations to the County Board. Berlage will do more research. Berlage discussed that the Open Meetings Act includes language changes on order and decorum. The third item Berlage brought to the committee's attention is procedures with respect to submitting items for meeting agendas and compliance with submitting items in a timely manner. Berlage acknowledged the difficulties late submissions present to the staff in the County Administrator's Office. An agenda item will be added to next month's Executive Committee meeting to discuss timelines for committee and county board meetings.

- f) Discussion and possible action regarding Employee Handbook Section 7.03 Section C.2 Sick Leave be reviewed to expand the immediate family definition to include parents. The State's Attorney office is reviewing recent changes in the law and the definition of immediate family in the employee handbook.
- g) Update on labor market comparisons for 2015 Labor Market analysis – See Item 4e.

4. New Business

- a) Review electrical supply bids received for the Jo Daviess County electrical aggregation program to begin with the October 2015 meter reading dates – Richard Montgomery, Rock River Energy Services – Richard Montgomery presented the bid summary matrix for supply of electricity for the JDC Municipal Aggregation Program. Five proposals were received and the recommendation from Rock River Energy Services Co., Inc. is to go with the lowest bidder. MidAmerican Energy submitted the lowest cost offer at 6.15 cents/kWh. The MidAmerican Energy rate quote is 15% lower than the current supplier First Energy Solutions rate of 7.3 cents/kWh; and almost 14% lower than the current ComEd rate of 7.03 cents/kWh. The average ComEd customer uses 1100 kWh/mo. This means that with this new 6.15 cents rate customers would save an average of \$12.75 each month for 31 months on their electric bills compared to the current contract. There are currently 588 accounts on the program. The annual savings on the new program would be approximately \$89,000 a year. The next steps are a Letter of Intent which should be drafted and sent to the new supplier that this is our intent to lock in this 6.15 cents/kWh for Jo Daviess County, subject to County Board approval and State's Attorney approval. Pending County Board approval a termination letter will be sent to the current supplier.
- b) Discussion and possible action regarding a recommendation to the County Board on July 14, 2015 for a supplier, rate, and term for an aggregation program to replace the current program with First Energy Solutions – **Randy Jobgen made a motion to accept the bid from MidAmerican Energy for a term of 31 months at \$0.0615/kwh. Seconded by Steve Rutz and motion passed. Ron Smith abstained.**
- c) Discussion and possible action regarding approval of a termination letter to be sent to First Energy Solutions per the terms of a Master Supply Agreement with First Energy Solutions – **Steve Rutz made a motion to approve a termination letter be sent to First Energy Solutions per the terms of a Master Supply Agreement with First Energy Solutions. Seconded by RJ Winkelhake and motion passed. Ron Smith abstained.**
- d) Discussion and possible action on approval of signing a letter of intent to the recommended supplier to hold the electrical aggregation program price until the full County Board meeting as well as time for attorney review – **Brandon Behlke made a motion to approve the signing of a letter of intent to the recommended supplier to hold the electrical aggregation program price until the full County Board meeting as well as time for State's Attorney review. Seconded by Randy Jobgen and motion passed. Ron Smith abstained.**
- e) Discussion and possible action on an updated labor market analysis and 2015 labor market comparisons as prepared by Carlson Dettmann Consulting, LLC for the Jo Daviess County Position Classification/Compensation Plan – Barb Petkovsek,

Consultant from Carlson Dettmann Consulting (CDC) joined the meeting via conference call. Petkovsek discussed items from a power point presentation which was distributed as a handout to the committee. Petkovsek discussed the scope of the project was to collect and analyze relevant labor market information for Jo Daviess County to determine competitiveness of base salaries. The relevant labor market for the custom survey of counties includes Ogle, Whiteside, Stephenson, Henry, Lee, DeWitt, Knox, Livingston, Carroll, Bureau, Mercer and Boone. For representative private sector data, information from the Bureau of Labor Statistics Northwest Illinois – Non-Metropolitan (BLS) was used. Petkovsek discussed benchmark positions; these are jobs having likely matches in the market, fairly stable in job content, representative of different pay and responsibility levels. The demographics are different than the original study, different benchmarks, and different market. Twenty five or 43% of positions were benchmarked. Petkovsek discussed that 10 of 12 Illinois Counties responded to the survey. The midpoint of Jo Daviess County to the County market is 95%. The midpoint of Jo Daviess County to the blended market (Illinois Counties and BLS) is 94%. Petkovsek reviewed the regression lines for both the Counties market analysis and the blended market analysis. Petkovsek reviewed health insurance comparison data and total compensation data. It was noted that the data used for Jo Daviess County included all positions, represented, non-represented, and elected officials. The Committee requested that a revised comparison be done using information only from positions included in the Jo Daviess County position classification and compensation study that includes non-represented/non-elected employees. Petkovsek reported that the Jo Daviess County position in the defined market (Illinois Counties or Illinois Counties and private sector) is better than it was in 2012. Petkovsek presented three possible options for discussion/consideration, leave pay structure as is, is better than it was in 2012 but desire to raise the current pay structure by xx percent, or leave the pay structure as is but change the merit pay policy for positions in grades 9-19.

The Committee reviewed the Jo Daviess County performance management, performance evaluations, employee merit pay policy. Berlage would like the policy reviewed to avoid any possible future difficulties. Reimer discussed that the Personnel Review Committee reviews the policy annually and the policy was last reviewed in July 2014. Sheriff Turner discussed some of the issues he has experienced with pay rates received by some represented employees compared to some non-represented positions. Donna Berlage asked why the City of Dubuque was not included in the survey. The initial recommendation was to use comparison market data only from Illinois and not counties and municipalities in neighboring states.

The Committee discussed a timeline for when action needs to be taken on the updated market analysis. Reimer discussed that the FY2016 Jo Daviess County budget process has begun and the Finance, Tax & Budgets Committee has established budget guidelines for developing the expense side of county budgets. Budgets are scheduled for presentation at 4 joint committee budget meetings in August. Changes can still be made but should be completed prior to the budget workshops which begin at the end of September. The State has not adopted their budget for FY2016; currently there is a large deficit and a lot of unknowns as to how the State will balance their budget.

Actions taken by the State may have a significant impact on local governmental entities. Discussion will continue at next month's meeting.

- f) Discussion and possible action on Committee Assignments from the 2015 County Board Retreat – Berlage recommended that each committee review their committee assignments from the 2015 County Board retreat and decide which items should be added to their strategic goals.

5. Summary of Committee Activities – No discussion.

6. Citizens Comments

7. Board Member Concerns –

- a) Berlage discussed that items are sent to the State's Attorney's office for review. Berlage asked the committees to submit a list of any pending items and she will compile a list for prioritization at the next meeting
- b) Berlage reported that the City of East Dubuque is now officially in the City of Freeport/Stephenson County Enterprise Zone.
- c) Berlage stated that she received a call from Gary Quinn, Chair of the City of Freeport/Stephenson County Enterprise Zone board, to apologize to her and acknowledge that she was correct regarding the approval process for a professional service agreement to prepare application for a new enterprise zone.
- d) Ron Smith reminded everyone that the deadline to register for the UCCI Seminar is July 10.

8. Closed Session

The meeting adjourned at 9:30 p.m. following a motion made by Randy Jobgen. Seconded by Brandon Behlke and motion passed.

The next meeting of the Executive Committee is scheduled for Monday, August 3, 2015, at 7:00 p.m.