

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Merri Berlage
DATE/TIME: August 3, 2015 @ 7:06 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: Hal Gilpin, Melisa Hammer, Steve Keeffer, Joe Kratcha, Dan Reimer, and Kevin Turner

1. Minutes Approval

- a) Randy Jobgen made a motion to approve the minutes from the July 6, 2015 Executive Committee meeting. Seconded by Don Zillig and motion passed.

2. Citizens' Comments

3. Unfinished Business

- a) Strategic Goals & Plans – The committee reviewed their strategic goals and plans. Goals marked complete include: County Board budget workshops, collective bargaining agreements, and continue employee compensation improvements, performance management system, update job descriptions.
- b) Discussion and possible action on Committee Assignments from the 2015 County Board Retreat – Implement procedure for committee minutes is on the agenda for tonight. Investigate reducing the size of the County Board structure and creating an HR position/department were removed from the strategic goals. Streamline office functions will be implemented by December 1, 2016.
- c) Update on US EPA Site Stabilization Work at the Bautsch Gray Site on Blackjack Road – Nothing new to report.
- d) Update on Jo Daviess County FOIA requests – An updated FOIA request report was reviewed.
- e) Discussion and possible action regarding procedures for closed session recordings and meeting minutes – Merri Berlage handed out a draft policy for closed session recordings and minutes from the State's Attorney. The State's Attorney recommends that each committee and the County Board review their own closed session minutes semi-annually and make the determination if the need for confidentiality still exists or if the minutes or portions thereof no longer require confidential treatment and are available for public inspection. He also recommends that the policy lists two months of the year when closed session minutes will be reviewed. The State's Attorney office can help each committee review their minutes and give advice on which minutes can be made public. Berlage suggested that this item be placed on the agenda and approval considered at the next regular meeting.

- f) 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 reported that she is waiting to hear back from the State’s Attorney office on this item.
- g) 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 – Dan Reimer discussed that this request originated from a Department Head who requested the employee handbook be amended to allow available sick leave to be used when needed to care for a parent. In addition, Berlage received an email from a County employee asking to change the policy on funeral leave to include daughter-in-law and son-in-law. **Randy Jobgen made a motion to amend the definition of immediate family in Section 7.04 Funeral Leave to the definition of immediate family in Section 7.03 Sick Leave; add daughter-in-law and son-in law to Section 7.04 Funeral Leave, and send to the States Attorney for review. Seconded by Don Zillig and motion passed.**
- h) 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 reviewed a PowerPoint presentation regarding the updated labor market analysis for Jo Daviess County via telephone conference call. Petkovsek discussed that the relevant labor market for the custom survey included the following Illinois counties: Ogle, Whiteside, Stephenson, Henry, Lee, DeWitt, Knox, Livingston, Carroll, Bureau, Mercer, and Boone and the Bureau of Labor Statistics (Northwest Illinois non-metro) was used as representative of the private sector in the survey for Jo Daviess County. Petkovsek discussed the benchmark positions that were used for this labor survey compared to the 2012 survey, 43% of the positions in the classification plan were benchmarked. Several positions not in the 2012 study were benchmarked and no elected or represented positions were included this time because these positions are not included in the current Jo Daviess County compensation plan. There have been a number of reclassification requests since the 2012 study which has had an effect on the control point for the pay grades. Petkovsek discussed that of the 25 benchmarked positions; two did not have public sector matches, the code enforcement officer and the network specialist but there was private sector data for those positions and were left in the study because there was not a significant difference in the blended market. Petkovsek discussed that the midpoint for Jo Daviess County to the county market is 95%. Midpoint for Jo Daviess County to the blended market is 94%. Petkovsek reviewed total compensation and external comparison. Wages in general are a little bit lower to the market but benefits are a little higher. In general government employees come and stay for a career so many employees accrue vacation on the upper end of the scale. Jo Daviess County has an excellent health insurance plan with fairly low deductibles and co-pays; the County pays either 100% or 80% of single coverage and a portion of family coverage. Petkovsek reviewed three recommended options for Committee consideration. Jo Daviess County position in the defined market is better than it was in 2012- leave pay structure as is; raise the current pay structure by x%; or leave the pay structure as is but change merit pay policy for positions in grades 9-19. Dan Reimer reviewed the Jo Daviess County

Position Classification and Compensation Plan and a chart showing where the average employee is currently positioned in the pay scale by Department for FY2015 and FY2016. Carlson Dettmann Consulting will provide the County with a written report. The Personnel Review Committee should review the policy annually. **RJ Winkelhake made a motion to recommend that the Jo Daviess County pay structure remain as is and to ask the Personnel Review Committee to review, as soon as possible, the Jo Daviess County merit pay plan and address the issue of employees who have reached the maximum pay for their pay grade. Seconded by Brandon Behlke and motion passed.**

4. New Business

- a) Discussion and possible action on creating deadlines for submitting items for committee and board meeting agendas – Berlage discussed that Committee chairs need to take responsibility to insure that action items get to the Administration office in a timely manner. Try to get all of your information to the County Administrators office one week prior to your scheduled committee meeting.
- b) Discussion and possible action on list of projects awaiting review and approval from the State's Attorney office –The State's Attorney asked Merri Berlage to prepare a list of items for review or approval from his office. The Township Assessment Intergovernmental Policy, Hotel/Motel Tax legislation and some Zoning text amendments are waiting for approval from the State's Attorney office at this time. A written procedure for closed session was added to the list. Berlage will get this list to the State's Attorney along with items discussed at the meeting tonight.
- c) Discussion and possible action regarding security issues – Sheriff Turner discussed a recent security incident and he plans to review security and the security plan for the Courthouse and other County buildings. The Security Committee will be addressing these issues.

5. **Summary of Committee Activities** – No discussion.

6. Citizens Comments

7. **Board Member Concerns** – Don Zillig asked who is on the Personnel Review Committee. Ron Smith reported on the Workforce Investment Board special meeting. The state is not releasing federal funding. In the meantime they have established a line of credit to operate. Brandon Behlke reported that Roger Kelzer has taken the position of program director for The Workshop. The Workshop is looking to hire a new transit director. The Solid Waste car and truck tire pickup will be on October 17th. Dan Reimer reported that Chief Deputy County Clerk, Angie Kaiser will be resigning her PCOM position duties effective December 1, 2015 and Brenda Lohry, part-time Administrative Assistant for the County Administrator's office has given her notice and will be leaving effective August 19th. Merri Berlage commented that Celestino Ruffini, Director of Sales & Marketing at the CVB will be taking the position of Executive Director at Visit Beloit.

8. Closed Session

The meeting adjourned at 10:06 p.m. following a motion made by Brandon Behlke. Seconded by Randy Jobgen and motion passed.

The next meeting of the Executive Committee is scheduled for Monday, August 31, 2015, at 7:00 p.m.