

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Merri Berlage
DATE/TIME: January 4, 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 type="checkbox"/> Brandon Behlke	<input checked="" type="checkbox"/> Steve Rutz	

A quorum was established.

Other Board Members:

Others: Dan Reimer, John Hay, and Joe Kratcha

1. Minutes Approval

- a) Randy Jobgen made a motion to approve the minutes from the November 30, 2015 Executive Committee meeting. Seconded by RJ Winkelhake and motion passed.

2. Citizens' Comments - None

3. Unfinished Business

- a) FY2015/FY2016 Strategic Goals & Plans – The committee reviewed their strategic goals and 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 reviewed.
- d) 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 stated that this item will be held over for further discussion next month.
- e) Update on creating deadlines for submitting items for committee and board meeting agendas. – Merri Berlage discussed that this item goes with item 3. d). This item will be held over for further discussion next month.

4. New Business

- a) Presentation, discussion and possible action to approve and fund a second Information Technology Systems Administrator position in the GIS/IT Department and to fill the position as soon as possible (recommended by the Information and Communication Technology Committee, 12/30/2015). GIS/IT Coordinator Joe Kratcha discussed how the GIS/IT Department has evolved over the past sixteen years from one employee performing GIS tasks to four employees supporting GIS, website administration and information technology. Kratcha reviewed the duties and responsibilities, accomplishments, and current workload of the department. Since 2008 the information technology needs of the County have grown to the point that current IT staff cannot keep up. It is becoming more and more difficult to continue to support the growth. Kratcha discussed that he presented this situation to Information Technology and Communications Committee on December 30, 2015 and they passed a motion to recommend to the Executive Committee to approve and fund an additional Information Technology Systems Administrator position in the GIS/IT Department and fill the position as soon as possible. RJ Winkelhake asked what the cost would be to add this new position. Kratcha responded that the annual cost would be approximately \$65,000. Steve Rutz asked how this would affect the budget and how would we pay for this new position.

Dan Reimer discussed that the IT budget is in the General Fund. One possibility is to use the Contingency Fund for FY2016 or another possibility is to prepare a resolution and authorize Kratcha to hire another IT Systems Administrator. This would result in an overage for the IT budget however the IT budget is one of twenty-seven General Fund budgets and it is not likely that the overall General Fund budget will exceed the amount appropriated for FY2016. If an additional IT Systems Administrator was hired on March 1st it is estimated this position with salary and benefits will cost \$52,000 for the nine month period. Merri Berlage expressed her concern that this was not discussed during the FY2016 budget process. **Don Zillig made a motion to approve and fund a second Information Technology Systems Administrator position in the GIS/IT Department and to fill the position by March 1, 2016. Motion was seconded by Gerald Bennett and motion passed.**

- b) Discussion and possible action to approve the Closed Session Guidelines Policy. States Attorney John Hay discussed that after receiving questions on closed session procedures he draft a Closed Session Guidelines Policy. Committees can use the policy as a guideline for going into and out of closed session. **Randy Jobgen made a motion to approve the Jo Daviess County Closed Session Guidelines Policy. Motion was seconded by Steve Rutz and motion passed.**
- c) Discussion and possible action to approve revisions to the Jo Daviess County Performance Management/Performance Evaluations Employee Merit Pay Policy (recommended by the Personnel Review Committee, see minutes from December 15, 2015.) Dan Reimer discussed that during one of the budget meetings in October the Personnel Committee was asked to review the merit pay policy and specifically review the policy for employees who have reached the maximum pay level for their pay grade. The Jo Daviess County pay schedule is a hybrid plan with six steps to merit. Twenty-five employees are currently in the merit range with more to be included in future years. Two long time employees have or will reach the maximum pay level for their pay grade and three or four are getting close. The Personnel Review Committee recommended that employees who reach the maximum rate of pay for their pay grade shall continue to be awarded annual pay increases based on merit above their maximum pay grade rate provided they receive an annual performance appraisal where they meet expectations and additional increases awarded if their performance exceeds expectations and if performance is exceptional. Merit pay increases will be reflected at the same time as step increases. Reimer reviewed the Performance Management/Performance Evaluations Employee Merit Pay Policy. **Steve Rutz made a motion to approve the revisions to the Jo Daviess County Performance Management/Performance Evaluations Employee Merit Pay Policy. Motion was seconded by Randy Jobgen. Don Zillig voted Nay. Motion passed.**
- d) Discussion and possible action to revise the Jo Daviess County Employee Performance Evaluation form by adding the word “example” to Supervisor comments (Supervisor comments/example) (recommended by the Personnel Review Committee, see minutes of December 15, 2015). Dan Reimer reviewed the Employee Performance Evaluation form and discussed that in each section of the competencies/behaviors there is a section for supervisor comments. Personnel Review Committee member Bill Bingham recommended that the word “example” be added. The Evaluator should include an example of how the employee can make improvements or an example of exceptional employee performance. **RJ Winkelhake made a motion to approve the revision of the Jo Daviess County Employee Performance Evaluation form by adding the word “example” to Supervisor comments. Motion was seconded by Randy Jobgen. Motion passed.**

5. **Summary of Committee Activities** – Merri Berlage discussed that Representative Brian Stewart will attend the March Legislative meeting. Don Zillig commented that the Legislative Committee has several items pending. RJ Winkelhake commented that he is working with Sheriff Turner and Law & Courts

Committee on items for the five year capital plan. Ron Smith commented on the Galena Rotary Roundtable on January 13th which will address the topic of “What’s Inside Your Computer”. Smith will be attending Congresswoman Sherri Bustos’s annual economic summit in Rock Island on January 14th. Dan Reimer attended the Blackhawk Hills Regional Council meeting in Dixon on December 18th; Carol Portman discussed the State’s budget impasse and the Governor’s proposed property tax freeze.

6. **Citizens Comments** - None

7. **Board Member Concerns** – Merri Berlage expressed her concern with the lighting at the entrance to the courthouse and would like to see something done to remove the rocks around the flag pole and get brighter lights.

The meeting adjourned at 8:48 p.m. following a motion made by Randy Jobgen. Seconded by Gerald Bennett and motion passed.

The next meeting of the Executive Committee is scheduled for Monday, February 1, 2016 at 7:00 p.m. Randy Jobgen will not be able to attend the February meeting.