

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Merri Berlage
DATE/TIME: October 5, 2015 @ 7:05 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 checked="" type="checkbox"/> Steve Rutz	

A quorum was established.

Other Board Members:

Others: Steve Keeffer and Dan Reimer

1. Minutes Approval

- a) Randy Jobgen made a motion to approve the minutes from the August 3, 2015 and September 8, 2015 Executive Committee meetings. Seconded by Brandon Behlke 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 (completed), collective bargaining agreements (completed), and continue employee compensation improvements (completed), updated employee handbook (completed), performance management system, update job descriptions. Goals include ongoing discussion of purchasing new software for meeting minute preparation.
- b) Discussion and possible action on Committee Assignments from the 2015 County Board Retreat. Nothing new to report.
- 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 the procedures for closed session recordings and meeting minutes – **Don Zillig made a motion to approve the procedures for closed session recordings and meeting minutes. Seconded by Brandon Behlke and motion passed.**
- 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 on creating deadlines for submitting items for committee and board meeting agendas. – The Committee discussed implementing deadlines for submitting items to the County Administrators office for committee meetings and following the County Ordinance for submitting items for the County

Board meeting which is the Tuesday prior to the meeting. This item will be discussed at a future Department Head meeting.

4. **New Business**

- a) Discussion and possible action on Resolution to amend the Jo Daviess County Pay Grade Structure Schedule to include the Staff Engineer position and approve the Staff Engineer Position Description – **Brandon Behlke made a motion to approve a resolution to amend the Jo Daviess County pay grade structure schedule to include the Staff Engineer position and approve the Staff Engineer position description. Seconded by Randy Jobgen and motion passed.**
- b) Discussion and possible action on joining National Association of Counties (NACO) for the remainder of 2015 and the year 2016. **Don Zillig made a motion to join National Association of Counties for the remainder of 2015 and 2016 at a cost of \$454.00. Seconded by Gerald Bennett and motion passed.**

5. **Summary of Committee Activities** – RJ Winkelhake reported that the States Attorney and Circuit Clerks office have entered into a contract with a new collection agency. The new agency has the ability to request that fines and fees owed to Jo Daviess County be withheld from IRS tax refunds. Don Zillig reported on several legal questions sent to UCCI. Randy Jobgen discussed several public work items including the recent approval of the Lead Rush marathon and construction of the Galena salt shed which will be carried over until 2016. Merri Berlage reported on committee recommendations to provide TCEDA with monetary funding and administrative assistance in FY2016.

6. **Citizens Comments**

7. **Board Member Concerns**

8. **Closed Session**

The meeting adjourned at 9:00 p.m. following a motion made by Steve Rutz. Seconded by Brandon Behlke and motion passed.

The next meeting of the Executive Committee is scheduled for Monday, November 2, 2015 at 7:00 p.m.