

## COMMITTEE REPORT

**COMMITTEE:** Executive Committee  
**CHAIRPERSON:** Merri Berlage  
**DATE/TIME:** November 2, 2015 @ 7:00 pm  
**PRESENT:**

Merri Berlage

Ron Smith

Brandon Behlke

Gerald Bennett

Randy Jobgen

Steve Rutz

RJ Winkelhake

Don Zillig

A quorum was established.

Other Board Members:

Others: Dan Reimer

### 1. Minutes Approval

- a) Randy Jobgen made a motion to approve the minutes from the October 5, 2015 Executive Committee meeting. Seconded by Steve Rutz 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 (ongoing), performance management system, update job descriptions, and job sharing within departments.
- 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 reported that she is waiting to hear back from the State's Attorney office on this item.
- e) 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. This item is on the list of strategic committee goals with a completion date of February 1, 2016.

### 4. New Business

- a) Recommendations for combining and reducing the number of standing committees. The committee discussed the possibility of combining and reducing the number of standing committees. The Committee discussed that every two years, on the first Monday in December the County Board schedules an organizational meeting. This would be the time to consider any changes to the standing committee. This item will be removed from the agenda and placed on the list of Executive Committee strategic goals with a completion date of December 1, 2016.

- b) Discussion and possible action on establishing meeting dates and start times for 2016 Executive Committee Meetings. **RJ Winkelhake made a motion to approve the meeting dates and start time of 7:00 pm for 2016 Executive Committee meetings as presented. Motion was seconded by Randy Jobgen and motion passed.**

5. **Closed Session** – The review of closed session minutes will be included on next month’s agenda.
6. **Summary of Committee Activities** – Brandon Behlke reported for the Jo-Carroll Solid Waste Agency and advised that the October tire pick went well. There will be another tire pick up date in the spring at a location in Mt. Carroll. Dan Reimer reported that Chief Deputy County Clerk Angie Kaiser will be leaving her PCOM position December 1, 2015. The position was posted and Rich Machala has been appointed the new Jo Daviess County PCOM. He will start December 1<sup>st</sup>. Kathy Gable was recently hired by The Workshop as the new Jo Daviess County Transit Director. Steve Rutz reported that a special meeting regarding the adoption of the FY2016 Jo Daviess County Budget and Appropriation Ordinance and the Tax Levy Ordinance is scheduled for November 17, 2015. Don Zillig reported that the LEPC Committee discussed the Commodity Flow study for Jo Daviess County at their last meeting. Members of the LEPC will participate in the study. Ron Smith reported on the Blackhawk Hills Regional Council Annual Meeting. Dan Reimer advised that the proposed FY2016 Jo Daviess County Budget was posted on the o Daviess County website on October 30th. Merri Berlage reported on the prevailing wage seminar.
7. **Citizens Comments**
8. **Board Member Concerns**
9. **Closed Session**

The meeting adjourned at 8:45 p.m. following a motion made by Don Zillig. Seconded by Gerald Bennett and motion passed.

The next meeting of the Executive Committee is scheduled for Monday, November 30, 2015 at 7:00 p.m.