

JO DAVIESS COUNTY ADMINISTRATOR'S OFFICE
330 NORTH BENCH STREET
GALENA, IL 61036
PHONE: (815) 777-6557 FAX: (815) 777-2285
EMAIL: countyadministrator@jodaviess.org

FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act ("FOIA") is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

BACKGROUND INFORMATION

PURPOSE: The County Administrator's Office is responsible for coordinating and implementing actions approved by the County Board. This includes, but is not limited to: maintenance of all County Board files and lists of appointments; preparation of calendar and agenda for scheduled County Board and committee meetings; recording and transcribing minutes at County Board committee meetings; and posting and updating information on the Jo Daviess County website.

The County Administrator directs the day-to-day operations of all County functions and activities, which fall under the jurisdiction of the County Board. He coordinates county departments, offices or agencies under the jurisdiction or policy control of the County Board, including implementing and/or monitoring and evaluating the implementation of Board policy in all such departments, offices or agencies. He plans, develops, presents and recommends policies and programs for consideration by the Board. Specific operating responsibilities include: coordinating preparation and implementation of the County's annual operating and capital budgets; administering personnel and purchasing policies; administering all risk management and insurance programs; and providing direct supervision of centralized administrative services. He cooperatively works and collaborates with all County departments, offices and agencies not under the Board's jurisdiction or policy control to promote a high level of interdepartmental cooperation and consistency of administrative procedures and operations.

EMPLOYEES: The Jo Daviess County Administrator's Office employs two full-time employees and one part-time employee.

JO DAVIESS COUNTY ADMINISTRATOR'S OFFICE
330 NORTH BENCH STREET
GALENA, IL 61036
PHONE: (815) 777-6557 FAX: (815) 777-2285
EMAIL: countyadministrator@jodaviess.org

BUDGET: The total operating budget for the Jo Daviess County Administrator's Office for the Fiscal Year 2016 is \$184,903.

BOARDS: The Jo Daviess County Administrator's Office reports to the Jo Daviess County Board. The County Administrator's Office provides staff support to the Jo Daviess County Board and Jo Daviess County Board Committees. A listing of committees and committee members is attached as Exhibit 2.

PROCEDURE FOR REQUESTING RECORDS

FOIA REQUESTS: Any person may request public records for inspection or copying by completing and submitting a Request For Public Records form via U.S. Mail, E-mail, Facsimile or in person; or by any written or verbal request to any of the below designated FOIA Officers. Responses will be sent in the designated time periods allowed for all FOIA requests in accordance with the procedures set forth in FOIA and all or applicable federal and state laws.

FOIA OFFICERS: All FOIA requests to the Jo Daviess County Administrator's Office should be given to one of the following FOIA Officers:

Daniel Reimer, County Administrator
Mary Althof, Office Manager
330 N. Bench Street, Suite 117
Galena, IL 61036
Telephone: (815) 777-6557
Facsimile: (815) 777-2285
E-Mail: countyadministrator@jodaviess.org

COPY COSTS: Except when a fee is otherwise fixed by statute, the Jo Daviess County Administrator's Office will charge the following rates for copies of requested records:

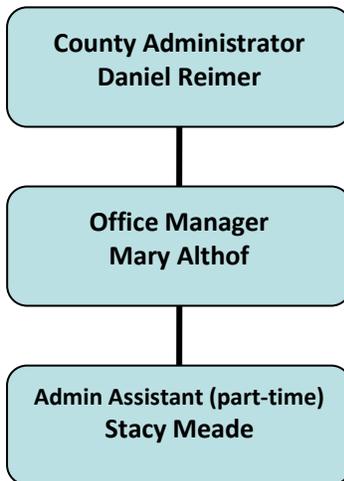
JO DAVIESS COUNTY ADMINISTRATOR'S OFFICE
330 NORTH BENCH STREET
GALENA, IL 61036
PHONE: (815) 777-6557 FAX: (815) 777-2285
EMAIL: countyadministrator@jodaviess.org

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	Cost to reproduce and certify
Black and White 24" x 36"	The actual cost charged to the County by area printers
Color 24" x 36" and other oversized copies	The actual cost charged to the County by area printers
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

JO DAVIESS COUNTY ADMINISTRATOR'S OFFICE
330 NORTH BENCH STREET
GALENA, IL 61036
PHONE: (815) 777-6557 FAX: (815) 777-2285
EMAIL: countyadministrator@jodaviess.org

EXHIBIT 1

**Jo Daviess County Administrator's Office
Organizational Chart**



JO DAVIESS COUNTY ADMINISTRATOR'S OFFICE
330 NORTH BENCH STREET
GALENA, IL 61036
PHONE: (815) 777-6557 FAX: (815) 777-2285
EMAIL: countyadministrator@jodaviess.org

EXHIBIT 2

Jo Daviess County Administrator's Office Boards & Committees

JO DAVIESS COUNTY BOARD

Ron Smith, Chairperson – District 9
Brandon Behlke – District 11
William Bingham – District 4
Robert Heuerman – District 16
Randy Jobgen – District 10
John O'Boyle – District 17
Steve Rutz – District 3
Martin Werner – District 1

Merri Berlage, Vice-Chair – District 13
Gerald Bennett – District 6
Rick Dittmar – District 15
Dan Hughes – District 7
Steve McIntyre – District 8
Brad Petersburg – District 14
Terry Stoffregen – District 12
RJ Winkelhake – District 5

Don Zillig – District 2

JO DAVIESS COUNTY COMMITTEES

FINANCE, TAX & BUDGETS

Steve Rutz, Chairperson
RJ Winkelhake, Vice-chair
Merri Berlage
Rick Dittmar
Randy Jobgen
John O'Boyle

PUBLIC WORKS

Randy Jobgen, Chairperson
Dan Hughes, Vice-chair
Merri Berlage
Rick Dittmar
Robert Heuerman
Brad Petersburg

SOCIAL & ENVIRONMENTAL

Brandon Behlke, Chairperson
Steve McIntyre, Vice-chair
Bill Bingham
Bob Heuerman
Dan Hughes
Martin Werner

INFORMATION & COMMUNICATIONS

Gerald Bennett, Chairperson
Steve McIntyre, Vice-chair
John O'Boyle
Terry Stoffregen
Martin Werner

JO DAVIESS COUNTY ADMINISTRATOR'S OFFICE
330 NORTH BENCH STREET
GALENA, IL 61036
PHONE: (815) 777-6557 FAX: (815) 777-2285
EMAIL: countyadministrator@jodaviess.org

DEVELOPMENT & PLANNING

Merri Berlage, Chairperson
Steve Rutz, Vice-chair
Rick Dittmar
Robert Heurman
John O'Boyle
RJ Winkelhake

EXECUTIVE

Merri Berlage, Chairperson
Ron Smith, Vice-Chair
Brandon Behlke
Gerald Bennett
Randy Jobgen
Steve Rutz
RJ Winkelhake
Don Zillig

LAW ENFORCEMENT & COURTS

RJ Winkelhake, Chairperson
William Bingham, Vice-chair
Brandon Behlke
Gerald Bennett
Terry Stoffregen
Don Zillig

LEGISLATIVE

Don Zillig, Chairperson
Merri Berlage, Vice-Chair
Randy Jobgen
Steve McIntyre
Brad Petersburg
Terry Stoffregen

JO DAVIESS COUNTY ADMINISTRATOR'S OFFICE
330 NORTH BENCH STREET
GALENA, IL 61036
PHONE: (815) 777-6557 FAX: (815) 777-2285
EMAIL: countyadministrator@jodaviess.org

**CATEGORIES OF RECORDS MAINTAINED BY
THE JO DAVIESS COUNTY ADMINISTRATOR'S OFFICE
THAT MAY BE PRODUCED PURSUANT TO
ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

The following categories of records under the possession and control of the Jo Daviess County Administrator's Office may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act (FOIA):

- Organizational chart for Jo Daviess County Administration
- Organizational chart for Jo Daviess County Board and Committees
- Committee meeting agendas and minutes
- FOIA requests/responses
- Jo Daviess County Budgets and Audits
- Jo Daviess County Capital Asset Reports
- Resolutions and Ordinances
- Insurance - Liability and Workers Compensation
- County Policies
- Employee Handbook
- Certain Vendor Contracts and Agreements
- Vendor Certificates of Insurance
- Collective Bargaining Contracts
- Economic Development Revolving Loan Fund
- Enterprise Zone Documents