

## COMMITTEE REPORT

**COMMITTEE:** Executive Committee  
**CHAIRPERSON:** Merri Berlage  
**DATE/TIME:** January 6, 2014 @ 7:00 pm

**PRESENT:**

<input checked="" type="checkbox"/> Merri Berlage	<input checked="" type="checkbox"/> Randy Jobgen	<input type="checkbox"/> Jody Covert
<input checked="" type="checkbox"/> Steve Rutz	<input checked="" type="checkbox"/> Ron Smith	<input type="checkbox"/> RJ Winkelhake
<input checked="" type="checkbox"/> Margie Montelius	<input checked="" type="checkbox"/> Gerald Bennett	

Other Board Members: Bill Bingham, Vice Chairman of Law Enforcement and Courts Committee

Others: Dan Reimer

1. Minutes Approval – **Randy Jobgen made a motion to approve the July 1, 2013 and December 2, 2013 committee meeting minutes. Seconded by Bill Bingham and motion passed.**
2. Citizens' Comments
3. Unfinished Business
  - a) Update from US EPA – Bautsch Gray site on Blackjack Road – Nothing new to report.
  - b) Update on Jo Daviess County FOIA request – The Committee reviewed the updated list of FOIA requests.
  - c) Jo Daviess County Strategic Plan – FY2013/FY2014 Executive Committee Goals –
  - d) Jo Daviess County Emergency Management Coordinator position – Ron Smith reported that he plans to meet with Sheriff Turner.
  - e) Update on possible grant writing services – Jody Covert is working with Madelynn Wilharm on a written agreement for grant writing services.
  - f) Update from CVB Board on joint merger committee meeting regarding possible merger between the Galena/Jo Daviess County CVB and Visit Galena- Merri Berlage reported that the next meeting of the CVB Board Joint Committee is scheduled for Thursday, January 9, 2014.
  - g) Update on Performance Management Training – Dan Reimer reviewed the documents that were handed out at the Performance Management Training Workshops on December 12, 2013. There were four training sessions, the first session was for department heads and supervisors and the next three sessions were for employees. Barb Petkovsek, from Carlson Dettmann Consulting (CDC) provided the training which included the utilization and maintenance of the forms and policies associated with the Jo Daviess County Compensation Plan. Two of the sessions were video taped. The Committee reviewed segments from each video. Performance Management Training documents and videos have been placed on the ftp site.
4. New Business

- a) Discussion and possible action regarding a Resolution to Approve Updated Jo Daviess County Position Descriptions for Non-Represented and Elected Officials Excepting the Health Department covered under the JDC Position Classification and Compensation Plan – **Randy Jobgen made a motion a motion to Approve Updated Jo Daviess County Position Descriptions for Non-represented and Elected Officials excepting the Health Department covered under the JDC Position Classification and Compensation Plan. Steve Rutz seconded the motion.** The Committee asked why the position descriptions for the Health Department were not included in the resolution. The Committee discussed that Carlson Dettmann Consulting LLC (CDC) has completed the update of all position descriptions covered under the position classification and compensation plan except for the Health Department. Reimer suggested that Health Department positions descriptions be approved at a later date. The Committee discussed they would like to see the Health Department positions descriptions updated by CDC. **Randy Jobgen made a motion to amend his motion to remove the words “excepting the Health Department” from the title of the resolution and to add, position descriptions of the JDC Health Department will be approved by the JDC Board of Health and submitted to the Jo Daviess County Board within 90 days from January 14, 2014. Steve Rutz seconded the motion. Motion passed 5-1, Margie Montelius voted nay.**
- b) Discussion and possible action on a Public Defender agreement with Donald G. Schweihs – Merri Berlage discussed that the States Attorney has reviewed the Public Defender agreements. **Randy Jobgen made a motion to approve a Public Defender agreement with Donald G. Schweih**s. **Seconded by Steve Rutz.** The Committee discussed Section 5 which requires the Public Defenders to submit and file with the County and Court on a monthly basis a report of hours spent in performance of duties. **Motion was voted on and passed.**
- c) Discussion and possible action on a Public Defender agreement with Thomas A. Nack-**Bill Bingham made a motion to approve a Public Defender agreement with Thomas A. Nack. Seconded by Randy Jobgen, motion passed.**
- d) Discussion and possible action regarding the 2014 Jo Daviess County Mileage Rate as specified in the Jo Daviess County Board per diem Allowance Policy – The new 2014 IRS mileage rate is \$0.56 per mile; the current County mileage rate is \$0.555 per mile. The Committee discussed that if the rate is increased to the IRS rate, the increase should also apply to all County employees and it should be stated as the County mileage rate. **Bill Bingham made a motion to set the 2014 County mileage rate at the IRS rate of \$0.56 per mile.**

5. Board Member Concern – Steve Rutz reported that there was an error by one of the newspapers and some townships did not have their assessments published in last week’s newspaper. They will be published this week. Rutz also reported that Donna Berlage, Chief County Assessment Officer was informed that one of the Township Assessors had resigned and it is a general assessment year for that assessment district.

6. Citizens’ Comments

7. Closed Session

8. Possible action as a result of closed session.

Merri Berlage stated the next meeting is scheduled for February 3, 2014.

Meeting adjourned at 8:55 p.m. following a motion made by Randy Jobgen and seconded by Bill Bingham, motion carried.