

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Merri Berlage
DATE/TIME: February 3, 2014 @ 7:00 pm

PRESENT:

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

Other Board Members:

Others: Dan Reimer, Hal Gilpin, Craig Ketelson

1. Minutes Approval – **Randy Jobgen made a motion to approve the January 6, 2014 committee meeting minutes. Seconded by RJ Winkelhake.** Randy Jobgen discussed that the January 6, 2014 minutes state that a motion was made by Bill Bingham to set the 2014 mileage rate at the IRS rate of \$0.56 per mile however the minutes do not show that there was a second or that a vote was take. Dan Reimer confirmed that this is correct; the motion was not seconded and no vote was taken on the motion. This item was on the January 14, 2014 County Board agenda as a committee recommendation by the Committee. The Committee discussed that this item should be brought back to the County Board. Dan Reimer will consult with States Attorney Hay. **Motion was voted on and passed.**
2. Citizens’ Comments
3. Unfinished Business
 - a) Update from US EPA – Bautsch Gray site on Blackjack Road – Berlage discussed that she contacted the US EPA and there is 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 – The goal of Continue Employee Compensation Improvements, Performance Management System; Update Job Descriptions was discussed and the timeline date was revised to April 2014.
 - d) Jo Daviess County Emergency Management Coordinator position – Ron Smith reported that he is working on this position.
 - e) Update from CVB Board (Hal Gilpin) regarding possible merger between the Galena/Jo Daviess County CVB and Visit Galena- Hal Gilpin reported that a tentative date of February 27th has been set for a second meeting with the CVB Ad-hoc Committee and Visit Galena. Gilpin discussed that the CVB Committee met and would like to start with the governing documents of each organization. The discussions would include: common mission & vision statements, look/makeup of the Board, look/makeup of the Organization, collection of tax revenue and fees charged by the County and City for services, marketing, and visitor center. Gilpin asked if the Committee would be willing to provide a letter supporting the efforts of the CVB Ad-hoc Committee in discussing possible consolidation of tourism services in Jo Daviess County. The Committee discussed a support letter. Berlage discussed that this item is

not on the agenda tonight, but she will work with Gilpin to draft a letter and have it placed on the February 11, 2014 County Board agenda.

4. New Business

- a) Discussion and possible action to renew for a period of 12 months, beginning March 1, 2014 a month to month natural gas purchase agreement with Integrys Energy Services Natural Gas, LLC for the supply of natural gas to the Jo Daviess County Courthouse and Public Safety Building, in Galena, Illinois and the Highway Facilities in Hanover, Illinois. Reimer discussed that Jo Daviess County currently has a one year month to month natural gas agreement with Integrys Energy, for the Courthouse, Public Safety Building, and Highway facilities, at a year one rate of Natural Gas Index (NGI) plus an index adder of \$0.028, with an annual option to renew for two (2) consecutive annual terms at a rate of Natural Gas Index (NGI) plus an index adder of \$0.03 for year two and year three, the agreement expires March 1, 2014. Reimer explained that about one week ago the Highway Department received notification that they were delinquent on their account. Working with Energy Consultant Marni Henert from Rock River Energy, Office Manager Melisa Hammer and Highway Department staff this issue was resolved by switching the Highway facility to a non-charitable billing status with Nicor Gas. This account plan is similar to the plan the Courthouse and Public Safety Building are on. It gives governmental entities additional time to pay their invoices while they go through the approval process. Reimer also explained that last week all three facilities were notified by letter that renewal for 12 months beginning March 1, 2014 would be at a rate of NGI + \$0.028. **Steve Rutz made a motion to renew for a period of 12 months, beginning March 1, 2014, a month to month natural gas purchase agreement with Integrys Energy Services Natural Gas, LLC for the supply of natural gas to the Jo Daviess County Courthouse and Public Safety Building, in Galena, Illinois and the Highway Facilities in Hanover, Illinois at a rate of Natural Gas Index (NGI) plus a \$0.028 adder. Seconded by Randy Jobgen and motion passed.**
- b) Discussion and possible action regarding a grant writing agreement with Madelynn Wilharm. Jody Covert reported that she has been in contact with Madelynn Wilharm and a proposed agreement has been forwarded to the States Attorney office for review. After review Covert will forward the agreement to the County Administrator's office for inclusion on the March Executive Committee agenda.
- c) Discussion and possible action associated with the Jo Daviess County Position Classification and Compensation Plan. Berlage discussed the Jo Daviess County compensation plan and discussed that the Health Department would like to hire nurses at a higher rate of pay than the starting rate per the pay grade schedule. Ron Smith explained that there is a policy and process in place. Reimer discussed that per the current compensation plan there are two options; the first option is to request a reclassification per the JDC New Position Classification Reclassification Review Plan. The second option is per Resolution 2012-44, Section 8 which states: Any new hire employee entering County service on or after February 1, 2013 will start their employment at the minimum hourly rate or minimum salary rate provided in the County's new pay grade schedule for their job classification – Attachment A. Advanced step hiring shall only be done with approval of the County Board/Jo

Daviess County Board of Health. For the County Board/Board of Health to consider a new employee for hiring at an advanced step the hiring Department must submit a request to the Jo Daviess County Executive Committee/Personnel Committee of the Jo Daviess County Board of Health. The request should describe the reasons for hiring the new employee at an advanced step. The Committees will consider the request and make a recommendation to the County Board/Board of Health. The committee reviewed the recommendations made by Barb Petkovsek, Consultant from Carlson Dettmann Consulting. The committee discussed that there is a plan and a process in place. Berlage will follow up with the Health Department Administrator.

5. Citizens' Comments

6. Closed Session

At 8:00 pm Jody Covert made a motion to enter into closed session. Seconded by RJ Winkelhake and motion passed. Merri Berlage stated – closed session is for the purpose of personnel section 2(c) 1; The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Topics of discussion: Authorization of merit pay increases for exceptional ratings per the Jo Daviess County Merit Pay Policy.

At 8:32 pm RJ Winkelhake made a motion to reconvene into open session. Seconded by Steve Rutz and motion passed.

7. Possible action as a result of closed session.

Gerald Bennett made a motion to authorize a merit pay increase for an exceptional rating per the Jo Daviess County Merit Pay Policy for GIS/IT Coordinator, Joe Kratcha. Seconded by Randy Jobgen and motion passed.

Merri Berlage stated the next meeting of the Executive Committee is scheduled for March 3, 2014.

Meeting adjourned at 8:33 p.m. following a motion made by Gerald Bennett and seconded by Ron Smith, motion carried.