

# COMMITTEE REPORT

**COMMITTEE:** Jo Daviess County Planning & Development Administrator Search Committee  
**CHAIRPERSON:** Merri Berlage  
**DATE/TIME:** Monday, October 4, 2016 1:30 pm

## **PRESENT:**

RJ Winkelhake       John O'Boyle       Robert Heuerman  
 Merri Berlage       Ron Smith  
 Rick Dittmar       Gary Diedrick

Other Board members:

Others: Dan Reimer, Linda Delvaux

### **1. Review and approved minutes for the committee meeting of September 12, 2016**

A motion was made by Dittmar to approve the minutes as presented, seconded by Diedrick: Motion carried by voice vote.

### **2. Citizens' Comments.**

None

### **3. Unfinished Business**

#### **a. Timeline Review for Planning & Development Administrator search**

Discussion was held and consensus was to continue with the same timeline of appointing a new hire at the November 8<sup>th</sup> County Board meeting.

### **4. New Business**

Berlage informed the committee that two applications were received after the application deadline. It was the consensus of the committee that they could not be accepted as they were received after the deadline.

#### **a. Discussion and possible action on guidelines for interview process.**

Discussion was held as to whether we interview all the applicants or narrow it down to a smaller number. Consensus was to narrow it down to a smaller number. It was the consensus of the committee that the references would be called after interviews and when the field had been narrowed down to one or two candidates. The interviews will be held in the third floor boardroom of the County Court House.

#### **b. Discussion and possible action on meeting date to review/interview applicants.**

Discussion was held and it was decided that the chair would contact those applicants chosen for interviews to ensure they were still interested and schedule interviews.

#### **c. Discussion and possible action on interview questions.**

Discussion was held and it was decided to use the list of interview questions with the following changes:

Question 8 A, moved under question 11

Question 25 A changed to reflect: What has been your experience with moving a client through an approval process?

Additional question inserted after question 27: Are you familiar with a guest accommodations or transient rental licenses?

Discussion was held and it was the consensus of the committee to ask these questions of the candidates in a round robin fashion with each committee member participating.

#### **d. Any other business**

### **5. Citizens' Comments**

None

**6. Board Member Concerns**

**7. Closed Session**

The committee entered closed session at 2:25 pm to discuss:

**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."* Topic of discussion: Review of Applications for the Planning & Development Administrator position, following a motion by Winkelhake and seconded by Dittmar: Motion was carried by voice vote. Roll Call was answered as follows: Berlage, Smith, Diedrick, O'Boyle, Dittmar, Winkelhake, Delvaux, Reimer, absent 1.

The committee reconvened to open session at 4:29 pm following approval of a motion made by Winkelhake and seconded by Diedrick: Motion carried by voice vote. Roll call was answered as follows: Berlage, Smith, Diedrick, O'Boyle, Dittmar, Winkelhake, Delvaux, Reimer, absent 1.

**8. Possible action as a result of closed session**

Motion was made by Winkelhake to interview the top five candidates for the position of Planning & Development Administrator and seconded by Dittmar. Motion was carried by voice vote.

Dan Reimer informed the committee of a recent Department of Labor change in their overtime rules, which increases the salary an employee must be paid in order to qualify for an exempt position. This change in the rules will affect the Planning & Development Administrator position grade 12, step 1 as it is below the required new salary level as established by the DOL. If this position is filled at step 1 the County would be required to pay overtime, if the County fills it at step two we would be in compliance with the new DOL rules and would not be required to pay over time. It was suggested that the County Board consider filling this position at step 2.

Next meeting to be determined.

**O'Boyle made a motion to adjourn at 4:40pm, seconded by Dittmar, motion was carried by voice vote.**