

COMMITTEE REPORT

COMMITTEE: Jo Daviess County Planning & Development Administrator Search Committee

CHAIRPERSON: Merri Berlage

DATE/TIME: Monday, September 12, 2016 1:30 pm

PRESENT:

<input type="checkbox"/> RJ Winkelhake	<input checked="" type="checkbox"/> John O'Boyle	<input checked="" type="checkbox"/> Robert Heuerman
<input checked="" type="checkbox"/> Merri Berlage	<input checked="" type="checkbox"/> Ron Smith	
<input checked="" type="checkbox"/> Rick Dittmar	<input checked="" type="checkbox"/> Gary Diedrick	

Other Board members:

Others: Dan Reimer, Linda Delvaux

1. Roll Call

2. Citizens' Comments.

None

3. Unfinished Business

4. New Business

a. Discussion and possible action on position description.

Discussion was held on the current position title and the process of doing a resolution to change that to reflect the title of Planning & Development Administrator. This will need to be taken to the Executive Committee and then on to full County Board.

b. Discussion and possible action on salary range – experience and accomplishments.

Discussion on the current salary range and if that should be looked at. Reimer talked about the opportunity for step hiring if there is a need for it. Consensus was that the current range as shown in the pay grade schedule is sufficient.

c. Discussion and possible action on submittal of job applications.

Discussion concluded that the committee would like the job applications to be received by the County Administrators office and be disseminated to the committee from there. A Motion was made by Dittmar to have the County Administrators Office receive the applications and disseminate them to the Committee. Seconded by Heuerman. Voice vote all ayes, motion passed.

d. Discussion and possible action of requirements of cover letter, resume, 2 letters of support on letterhead, 2 references with phone numbers, job application.

Discussion was held on what the committee would like to see submitted for their review. A motion was made by Diedrick to require the submittal of the general county application, cover letter, resume and 3 professional references. Seconded by Heuerman. Voice vote all ayes, motion passed.

e. Discussion and possible action on application deadline.

Discussion was held and a motion was made by O'Boyle to use September 30th at midnight as the application acceptance deadline. Seconded by Heuerman. Voice vote all ayes, motion passed.

Discussion was later held and a motion was made by O'Boyle to change the application acceptance deadline to September 29th at noon (12:00pm). Seconded by Dittmar. Voice vote all ayes, motion passed.

- f. Discussion and possible action of other information that may be required.

Discussion was held on creating a shorter search Ad for the papers to keep costs down. Running the advertisement in the daily circulated papers on September 15th through 18th (Friday, Saturday, Sunday) and September 23rd through 25th (Friday, Saturday, Sunday), and running it for the 21st and 28th editions for the Gazette, Scoop and Flash. Discussion held on preparation for reviewing the applications and preparing a list of questions to ask the candidates.

- g. Discussion and possible action of sending application material to County Administrator's Office – electronically or paper.

Discussion was held and a motion was made by Heuerman to receive the application electronically through the County Administrators Office. Seconded by Diedrick. Voice vote all ayes, motion passed.

- h. Discussion and possible action on timeline of Planning & Development Administrator search.

Discussion was had concerning the possible timeline of the search process up to and through the actual hiring

- i. Discussion and possible action on expected date of hire.

Discussion was had and consensus was to hopefully have a new hire appointed at the November 8th County Board meeting.

- j. Discussion and possible action on advertising for position.

Discussion was had on publishing. A motion was made by O'Boyle to publish in the TH, Rockford, Gazette, Scoop & Flash and to also utilize the online opportunities on the County Web site, the County Zoning Organization, APA and the ILCMA and Linked-in, keeping the cost no greater than \$3,000.00. Seconded by Dittmar. Voice vote all ayes, motion passed.

- k. Discussion and possible action on responsibility of cost for advertising.

Reimer discussed that in the past the cost of advertising for a Department Head position was paid from the budget in which the Department Head is paid from. Since the Planning & Development Administrator is paid from a budget in the General Fund and that budget does not have sufficient appropriation to pay the costs of advertising, Reimer suggest that advertising expenses be paid from the Contingency Fund which per GASB 54 was combined into the General Fund. This fund was established to provide funds for expenses incurred by County Departments that were unanticipated at the beginning of the budget year. Reimer will prepare a resolution for County Board approval. Consensus was to have the bills sent to the County Administrators Office.

- l. Discussion and possible action on support staff for search committee.

Discussion was had on support staff and what their responsibilities would be. A motion was made by Diedrick to have Delvaux get the advertising taken care of and to take minutes and have Reimer and his staff take on the responsibility of accepting applications, disseminating the information in paper form, preparing the agenda's and any copying that may be required. Seconded by O'Boyle. Voice vote all ayes, motion passed.

5. Citizens' Comments

None

6. Board Member Concerns

Next meeting on Tuesday, October 4, 2016 @ 1:30 pm in the Boardroom, County Courthouse.

O'Boyle made a motion to adjourn at 3pm, seconded by Heuerman and motion passed.