

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Ron Mapes
DATE/TIME: February 5, 2007. 7:00 p.m.

PRESENT:

<input type="checkbox"/> Merri Berlage	<input checked="" type="checkbox"/> Dane Jackson	<input checked="" type="checkbox"/> Marv Schultz
<input checked="" type="checkbox"/> Jody Carroll	<input checked="" type="checkbox"/> Ron Mapes	<input type="checkbox"/> Jack Zillig
<input checked="" type="checkbox"/> Bill Cooper	<input checked="" type="checkbox"/> Yerda Potter	

Other Board Members:

Others: Dan Reimer

MINUTES

Ron Mapes called the meeting to order at 6:59 p.m.

1. Minutes Approval

Bill Cooper made a motion to approve the committee report of January 2, 2007. Jody Carroll seconded and the motion passed.

2. Citizens' Comments – none

3. Old Business

- a) Discussion and possible action on revisions to the employee handbook. The committee discussed the handbook revisions and clarified some sections. County Administrator Dan Reimer reported that there is one statement that the Health Department would like to add regarding fingerprinting for employment. Reimer will clarify if fingerprints are being checked against a database or added to a database. Carroll made a motion to add “or other authorized vendors” to section 3.02 Hiring, item E. Cooper seconded and the motion passed. Dane Jackson made a motion to recommend the revised employee handbook to the County Board for approval. Yerda Potter seconded and the motion passed.
- b) Emergency County Office Closing Policy. Reimer reported that he met with the Sheriff and County Engineer as directed to discuss an emergency office closing policy as opposed to just an inclement weather policy. The group discussed various reasons that County offices may need to close and the possibility that only specific locations may need to close depending on the emergency. Reimer discussed the proposed policy which is a compilation of the current inclement weather policy and policies from other sources. The committee discussed various ways of notifying the public of building closings. The committee discussed evacuating buildings in the case of emergency as needed and then going through the procedure to officially close the building or office. Potter made a motion to recommend approval of the emergency closing policy as discussed. Carroll seconded and the motion passed. The consensus of the committee is that this is a separate policy and will not be placed in the employee handbook. The committee would like the State’s Attorney to review the policy before approval at the County Board meeting.

- c) Future salary survey. Potter asked if the information in the 2005 UCCI report is up-to-date with the current wages in the collective bargaining agreements. Schultz reported that this document was put in the packets so that the committee could see what type of information is available to them. The Illinois Association of County Board Members is currently conducting a salary survey amongst their member counties. The County Clerk's Office is compiling the information to send to IACBM and the report will be distributed to the participating counties in April.
- d) Employee education policy. No report. Cooper will meet with Carroll, Merri Berlage and Sally Toepfer and work on this topic.

4. New Business

- a) Update County Board Policy & Procedures Ordinance. Schultz reported that the Legislative Committee was added to the list of standing committees. The committee had no further changes to recommend. Cooper made a motion to recommend approval of the amended County Board Policy & Procedures Ordinance pending review by the State's Attorney. Jackson seconded and the motion passed.
- b) City of Galena Contiguous Growth Areas Map. Mapes placed this item on the agenda because after some discussion at the Development & Planning Committee there appears to be some confusion regarding the map that was approved. Mapes reported that this item will be returned to the committee for discussion and clarification. The committee discussed the confusion regarding the greenspace areas identified on the map and who will have jurisdiction over those areas. This item will go back to the committee for further discussion before going before the County Board.
- c) Inter-committee comments and discussions
 - i. Potter reported that the Finance Committee received reports about the accrual conversion; the audit is underway and the auditors will attend the County Board meeting to introduce themselves. The vice chair of the committee is Jody Carroll. A policy requiring certificates of insurance was discussed and will be developed. Also, an RFP template will be worked on. The committee talked about assessment issues. A response letter was received from IEMA regarding the auditing of grants. Reimer advised this committee of some of the auditing changes that were announced at the staff workshop.
 - ii. Schultz reported that the Development & Planning Committee discussed the Enterprise Zone agreement and some changes were made and forwarded to the State's Attorney for his review. The agreement puts in writing the procedures that the group has been following informally. The CVB structure was discussed. The committee had difficulty establishing parameters for a contract so the County Administrator was directed to ask someone from the IACVB come and talk with the committee about how a contract arrangement can be made. Reimer reported that there is no one from the IACVB qualified to do that and that a private consultant would require payment. Reimer is working with the CVB Executive Director to

gather bylaws of other entities that operate CVBs. Schultz was directed by the committee to write a letter to the City of Galena asking them for a commitment of funding through the County's fiscal year 2007. A letter was received from the City stating that it will be on their next agenda.

- iii. Carroll reported that the Public Works Committee discussed obtaining another truck. Road postings were discussed. The County Engineer is going to inspect some of the County roads and determine if they need to be posted or not. The meeting dates were switched with the Development & Planning Committee.
- iv. Jackson reported that the Law & Courts Committee discussed keg registration again and the Sheriff is going to find out from Representative Sacia about the possibility of making it a state law instead of a local ordinance. The courthouse roof project was discussed and the architects met with the State's Attorney to discuss the legal bidding requirements. The Blanding Landing patrol contract will come to the County Board for approval at an approximate 3% increase. There were some sewer problems with the cast iron pipes in the Public Safety Building. The additional Court Security position was discussed with the Sheriff; Sheriff Hefel feels there is a greater need to have an additional investigator instead of court security. The Chief Deputy is looking for a grant for the metal detector equipment and will report back to the committee. Some improvements need to be made in the evidence room. Sheriff Hefel would like to expand the Merit Commission from three members to five members and an ordinance will come to the County Board. The NIMS training was discussed and the committee would like to have the whole Board trained in one 1.5 hour session.
- v. Reimer reported that there have been some problems with the courthouse boilers and some emergency repairs are needed. He, Schultz and the Sheriff met to discuss the repairs. The repairs will probably total nearly \$5,000. Reimer is going to attend a prevailing wage seminar the next day.
- vi. Cooper reported that the Information & Communications Committee heard reports about the parcel and land use rectification projects. One bid was received for the County Board audio system and it was within budget. The committee would like to have a demo of the equipment at the County Board meeting. The GIS Coordinator is working on a solution to the spam emails problem. The committee discussed the working relationship with Wizard Computers. The committee is also exploring the cost of providing laptop computers for the County Board members.
- vii. Cooper reported that the Legislative Committee worked on goals for the committee regarding reviewing legislative reports and updates to be published in the newspapers. The committee will meet every other month. Merri Berlage contacted Jim Sacia regarding the keg

registration; Sacia stated that it is not yet in the Rules Committee but will begin the process shortly.

viii. Schultz reported that the representatives from Blackwater will introduce themselves to the County Board during citizens' comments at the next Board meeting. The new LRA director will give a short report at the next Board meeting. Some information about the Rentech project has been placed in the newspapers and on the County website and the Zoning Board of Appeals public hearing has been tentatively scheduled to begin February 14. Schultz said that he discussed maintenance procedures with the Sheriff and County Administrator. The new County Board members were introduced at the Department Head meeting and then toured through the courthouse. Schultz reported that an Attorney General opinion from 1972 was found that specified only one per diem would be paid per day. He also talked about exploring other technology solutions to streamline the County Administrator's Office processes for Board packets and minutes.

5. Board Member Concerns – none

6. Citizens' Comments – none

7. Closed Session

- a) Cooper made a motion to enter into closed session at 9:18 p.m. for purposes of personnel section 2(c)1, collective bargaining section 2(c)2 and litigation section 2(c)11. Carroll seconded and the motion passed.
- b) Cooper made a motion to leave closed session at 9:32 p.m. Jackson seconded and the motion passed.

Meeting adjourned at 9:33 p.m. following a motion by Carroll and seconded by Jackson.