

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Ron Mapes
DATE/TIME: November 3, 2008

PRESENT:

Merri Berlage
 Jody Carroll
 Bill Cooper

Dane Jackson
 Ron Mapes
 Yerda Potter

Marv Schultz
 Jack Zillig

Other Board Members:

Others: Dan Reimer, Betsy Eaton

Executive Committee Chairman Ron Mapes called the meeting to order at 7:02 p.m.

Since quorum had not been met when the meeting was called to order, at Mapes' direction, the following topic was discussed:

Rentech Energy Escrow Fund. Dan Reimer stated that the purpose of the fund was to cover any project out-of-pocket costs to Jo Daviess County; there have been no current expenditures. In October, 2007 the company announced that the project was going to be put on hold. Subsequently, on November 3, 2008, Wilfred Bahl, Jr., Rentech's vice president, requested in writing, a decrease in the fund balance from an estimated \$51,739.00 to \$500.00. Reimer presented a resolution and a revised budget to the committee to establish the requested decrease and to refund the estimated balance of the proceeds in the amount of \$51,239.23 (pending any interest earned) to Rentech Energy Midwest Corporation. **This was not an agenda item; the committee agreed to move the resolution and the revised Rentech Escrow Fund budget forward to the next County Board meeting for discussion and possible action. It will be presented as 'not a committee recommendation'.**

1. Minutes Approval
Bill Cooper on made a motion to approve the committee minutes of October 6, 2008.
Dane Jackson seconded and the motion passed.
2. Citizens' Comments – None.
3. Unfinished Business
 - a) Development of an appendix of county policies. This item will remain on the agenda.
 - b) Jo Daviess County Strategic Plan – FY 2009 Goals. This item will remain on the agenda.
4. New Business
 - a) CVB Sales Incentive Program. This item [4i.] was moved ahead at this point. Betsy Eaton, CVB Executive Director presented a plan, recommended by the CVB Meeting and Convention Marketing sub committee to the CVB Board, to implement an incentive plan for the CVB Director of Sales position. She stated that this idea is not unusual for this type of position within the CVB industry. Eaton explained that this

request was not a budgeted item for FY2009 and could have an impact on the budget in light of the pending hotel/motel tax agreement with the City of Galena. Implementing this plan would set precedence, would exceed the County's merit pay scale and could affect staff morale (the workload of this position, while vacant, was handled by other staff members who received no incentive). Eaton researched other CVB's to compare incentive plans and found that their structure differed from that of the County's – they charge membership fees and also have sales ads in their visitors' guides, which allow for all staff members to benefit from their incentive plan. Another issue discussed by the sub committee was setting pay raises based on production versus the merit pay scale currently in force. Merri Berlage stated that the incentive plan is a personnel issue and questioned why the sub committee made a motion on a personnel issue, when its focus is tourism and marketing. After some discussion, Cooper suggested that the incentive be pooled so that all staff members would be eligible. Jackson expressed that the timing was not favorable, the budget was set and the agreement with the City was not yet established. Eaton expressed that the plan was a good idea and that the challenge would be how to incorporate it into the CVB's existing overall structure. Mapes stated that there was a mutual agreement on the salary for this position and that the incentive plan was beyond the County's guidelines and classifications and could have a negative impact on the overall work environment. In addition, the FY2009 budget is in the final stages and the sub committee's recommendation has surfaced too late in the process. After further discussion, Schultz made a motion to table the recommendation for now and reevaluate it, with a more detailed plan, in six months, after the structure of the CVB Board settled down and the pending agreement with the City of Galena was resolved; Cooper seconded. Berlage stated that if the motion was to table the recommendation, no further discussion on the matter could take place. With that, **Schultz** withdrew his motion and Cooper withdrew his second. Further discussion followed. **Cooper made a motion to send the proposed incentive plan recommendation back to the CVB Board for a detailed, written plan (delineating the types of incentives, the funding stream for the incentives, etc.), which would be reevaluated within six months. Jackson seconded and the motion passed.**

Eaton announced the First Annual CVB Board Meeting to be held on November 6, 2008, 5:30 pm, at the Eagle Ridge Inn Resort and Spa. All the basic service partners are invited (County Board, Mayors, and Chamber Boards); Tom Rivera is the guest speaker (pro bono). So far, there are 75 RSVP's. Eaton encouraged Board members to attend.

Regarding the hotel/motel tax agreement, Eaton stated that though there has been a lot of dialog, there was not yet an official contract with the City of Galena. The CVB Board was presented, by GMI (Galena Marketing Initiative), the proposal approved by the City Council. It proposes to give back to the Galena Jo Daviess County CVB 60% of the revenue collected and in return receive all of the services currently provided by the CVB at 100% plus access to all CVB infrastructure (photos, videos, data bases, etc.). Based on the advise of the Illinois Bureau of Tourism, privacy laws need to be checked because the data bases are proprietary information. The current plan for the use of the other 40% is to be used for Galena marketing initiatives and to fund keeping open the Market House restrooms. Further conversation centered on:

understanding what the basic services consisted of; what the CVB's obligation was, for promotion, per the Illinois Bureau of Tourism; the unsuccessful effort to rewrite bylaws to reconfigure the representation of the CVB Board (2 representatives from Eagle Ridge Inn/rental homes, 2 from Chestnut Mountain (due to the amount of lodging in those areas), 1 representative the other areas and 1 representative from the County Board, ending up with a nine member board; and the idea of instituting membership fees for businesses within the city limits. Also discussed was the approaching deadline of the existing contract with the City of Galena (November 30, 2008); the good faith lease agreement with the City of Galena for the use of the Depot; and the CVB's reserve fund balance. A change to the funding contributions would require the fund balance reserve to be revisited because the larger hotel/motel taxpayers in the County were concerned that they wouldn't received services in upcoming years, if the reserve was depleted. Until the City of Galena issues something in writing, no real action can be taken. This topic will most likely be on the next board meeting agenda for discussion.

- b) Job descriptions and pay grade levels for one new full-time position and two new part-time positions approved through unfunded budget process. Reimer explained that a full-time position (Computer Network Specialist) is for the IT Department, and two part-time positions are for the County Administrator's Office and the Assessor's Office. Copper addressed the full-time position for the IT Department; its funding in part, will be available due to attrition. **Cooper made a motion to approve the Computer Network specialist position description at a salary grade of 10. Jackson seconded.** During discussion, Berlage stated that the salary should start at a grade 8 or 9. **The motion passed, ayes (3), nays (2).**

Reimer addressed the part-time position for the County Administrator's Office (Administrative Assistant Part-time, grade 5). **Jackson made a motion to approve the Administrative Assistant Part-time position at a grade 5 salary. Cooper seconded.** Discussion centered on whether or not this office is taking on tasks that should be assigned or delegated to other departments. Reimer explained that the workload has steadily increased in recent years mostly due to increased regulations and more County projects administered through this office. The discussion having ended, **the motion passed unanimously.** Mapes introduced the Part-time, Temporary Deputy Assessment Officer job description at a grade 5 salary. **Jackson made a motion to approve the Deputy Assessment Officer part-time, temporary position at a grade 5 salary. Cooper seconded and the motion passed unanimously.**

- c) Policy for \$500 allocation to County Board members for paperless packets. The allocation was approved by the County Board and the Executive Committee was to create the policy. Discussion questions asked - if the money is used towards the purchase of a laptop, a) can board members have the IT Department order it on their behalf? and, b) if a corporate discount is available, can the board members make the laptop purchase themselves and use the discount? Further discussion made it clear that the funds could be used for whatever would be appropriate to ensure receipt of the paperless packet and that this change should be initiated after the new board members are in place (wait several months to implement this). Discussion took place on how to allocate the funds (by term, two or four years, prorated). Schultz stated

that this is a non-recurring item and the Board would have to renew it each time. Jackson stated when the funds are distributed, each member should be given a list of software programs that will be required in order for them to receive and print the packets. Berlage questioned if the County was obligated to make a packet for any member that would not choose to participate (is it an enforceable policy?). It was decided the State's Attorney will be asked for an opinion. **Berlage made a motion to allocate a one-time \$500 payment to each County Board member towards a computer, or printer or program upgrade for conversion to a County Board paperless packet; subject to legal review of the State's Attorney. Seconded by Cooper and the motion passed, ayes (4), nays (1).**

Berlage made a motion to establish a policy of the Jo Daviess County Board to have computer-generated information within six months of the new fiscal year. Mapes seconded and the motion passed.

- d) Resolution for State's Attorneys Appellate Prosecutor County Fund. Schultz explained that this is done annually and that it was added to this committee's agenda because it was received after the Law & Courts committee met. Jackson, chairman of the Law & Courts committee, agreed to move it on to the County Board with no recommendation from the Law & Courts committee.
- e) Resolution from Mediacom Cable System. Reimer stated that this document was reviewed by the State's Attorney. **Cooper made a motion to approve this resolution as presented. Berlage seconded and the motion passed.**
- f) FY2009 Merit Pay Increase Scale. Reimer reported that the scale was based on a 3% maximum merit pay increase (COLA was not reflected). The scale has been restructured back to how it was done a few years ago. The 3% is evenly distributed up to the rating of 5; this will prevent increases that would cause an over budget situation. **Berlage made a motion to approve the Merit Pay Increase Scale as presented. Cooper seconded and the motion passed.**
- g) JDC Position Classification Plan. Reimer stated that with the exception of the new position (Computer Network Specialist, grade 10) the plan remains the same. He stated that the Wage Ranges (minimum, midpoint and maximum) should be reviewed periodically. **Schultz made a motion to approve the JDC Position Classification Plan as presented. Cooper seconded and the motion passed, ayes (4), nays (1).**
- h) FY2009 Mileage Rate. After a review of the resolution which would increase the JDC mileage rate to the current IRS rate of \$0.585 per mile, **Cooper made a motion to approve the resolution as presented. Jackson seconded and the motion passed.**
- i) 2009 County board meeting schedule. After a review of the schedule, the committee agreed to select April 13th for the April meeting date. **Jackson made a motion to approve the schedule as revised. Mapes seconded and the motion passed.**
- j) Inter-committee comments and discussions.

1. Cooper reported that Joseph Kratcha, GIS Coordinator, received a letter from a company offering to provide advertising on the County's website. Kratcha was not in favor of this because it would interfere and clutter the web page.
2. Mapes and Reimer reported on behalf of the Finance Committee, regarding the decision to remain with the current County insurance provider. The Committee did review a proposal from a new company (CIRMA) that offered a savings of \$20,000 providing the County signed a three year contract (only the first year's rate was guaranteed). The benefit was a lower premium; the risk was the uncertainty of this company's future. Also, the dividend returns currently experienced as a result of being a part of seasoned cooperative would end and it would be a while before dividends would be possible with the new company. Mapes stated that it was safer to stay with the current company in view of the County's worker's compensation history. On a separate note, there will be an increase of approximately \$10,000 for the FY2008 annual audit due to increased auditing standards.
5. Board Member Concerns. Cooper reported that he called Jack Zillig to find out how he was recuperating from his fall; he sounded good and was in a joking mood. He was waiting to get a release to go home, from his doctor. Reimer reported good news on the codification process. Jean Dimke, County Clerk and Recorder has been working on this and just received notice from the company, Sterling Codifiers, that the draft was ready to be sent to her. Regarding supplementals and additions, the established rate was \$21.00 per additional page; the revised zoning ordinance itself would cost \$4,400. Dimke was offered to have the zoning ordinance supplemental added for \$1,500 instead of the \$4,400. Reimer reported on the Courthouse Re-roofing contract which was signed by Schultz and that Al Urbain and the project manager will meet at the County Administrator's office this week. Reimer announced that the Truth and Taxation Hearing was scheduled on November 10, 2008 at 6:30 pm, in the main courtroom and the FY2009 Budget Hearing will take place on November 18, 2008. A union bargaining meeting will take place on November 5, 2008. He also reported that the funding for the approved Lange Sign revolving loan will be processed with November claims. He informed the committee of the revolving loan with the Elizabeth Nursing Home not having a *floor* in the wording of the loan.
6. Citizens' Comments.
7. Closed Session.

Meeting adjourned at 9:25 p.m. following a motion by Cooper and seconded by Berlage.

The next regular meeting to be announced after the reorganization of the Executive Committee.