

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Marvin Schultz
DATE/TIME: July 31, 2006. 7:00 p.m.

PRESENT:

Berlage
 Carroll
 Hasken

Jackson
 Mapes
 Potter

Schultz

Other Board Members:

Others: Dan Reimer, Joe Kratcha

MINUTES

Chairperson Marvin Schultz called the meeting to order at 7:05 p.m.

1. Minutes Approval

Vince Hasken made a motion to approve the minutes of the July 5, 2006 committee minutes. Ron Mapes seconded and the motion passed with Dane Jackson abstaining.

2. Citizens' Comments – none

3. Old Business

- a) Employee handbook. Schultz, Merri Berlage and the Health Department's personnel committee are trying to schedule a meeting soon in order to review the merged document. The consensus of the committee is that a nepotism policy should be included. County Administrator Dan Reimer presented a couple of options, including one that he recommends. Yerda Potter asked if non-marital relationships should be included in the definitions. The committee discussed at length if the policy would apply to temporary positions. The committee would like the input of the department heads regarding the proposed policy and the inclusion of significant others/non-marital relationships and if they would like to include in the handbook.
- b) County Board Retreat. Berlage reported that the County Clerk typed up the notes of the retreat and the summary will be included in the Board packets. A discussion item will also be placed on the County Board agenda.

4. New Business

- a) Recommendation from the Information & Communications Technology Committee (ICTC) regarding the Information Technology position. Hasken reported that the Information & Communications Committee gave the County Administrator and GIS Coordinator the task of researching the costs and possibility of creating, funding and filling an information technology position. GIS Coordinator Joe Kratcha reviewed the purpose of creating this position and a summary of their proposed solution. He also reviewed the needs of the County and how this plan will fulfill those needs. The committee discussed the technical supply needs of the department and how this staff person will review, inventory and oversee the County's technical needs, as well as developing a replacement

plan. The committee discussed that there will be a transition time with the current consultants. Kratcha presented the estimated costs of the program and preliminary revenue sources. The committee also reviewed a timeline and the proposed position description. Reimer reported that he spoke with the auditor and in FY2006 the best way to handle the financial aspect of implementing this program would be to go over budget in the Information & Communications Technology budget in the General Fund and to make unbudgeted interfund transfers from the other operating special funds for their contributions. In future years, the expenses would be directly budgeted from the Information & Communications budget and interfund transfers would be scheduled. The position would be a grade level 7 and currently a part-time position under 1000 hours per year, averaging approximately 16 hours per week. The committee discussed the need to post the position. Berlage made a motion to approve the position description for the Information Technology Specialist and to approve the posting and filling the position. Potter seconded and the motion passed.

- b) Inter-committee comments and discussion.
- i. Hasken reported that the ICTC worked on the IT position recommendation as presented to this committee.
 - ii. Schultz reported that the Social & Environmental Committee meeting had staff reports and plans to look at space needs next month.
 - iii. Jody Carroll reported that the Public Works Committee reviewed the project schedule update and that is going to be included in the board packets. County Engineer Steve Keeffer will add information to the report about costs and which fund they are allocated from. The committee also talked about the Rentech project and the access off Highway 20; contact will be made with the Illinois Department of Transportation (IDOT). There was also some discussion about a road name change.
 - iv. Potter reported that the Finance Committee had an update on the accrual conversion and the budget process. There was a report on the escrow account. The Soil & Water Conservation District (SWCD) levy was discussed. There will be a recommendation to dissolve the Claims Review Committee. There is also a recommendation to purchase additional software from Civic Systems. The CVB had a request to transfer funds between line items; the decision was to refer the request back to the CVB Advisory Board. A Request for Proposals (RFP) will be sent out for audit services.
 - v. Berlage reported that she attended the budget meeting for Extension Education and did an interview with KCRG-TV regarding the Rentech project. She also plans to attend the special CVB meeting regarding the requested line item transfer for additional advertising. The committee discussed the role of the CVB Advisory Board and their input for the marketing campaign.
 - vi. Ron Mapes reported that the Development & Planning Committee had a report from the CVB Building Committee. There has been nothing received

yet from the State's Attorney's Office regarding the hotel/motel tax ordinance. The committee has also sent the revolving loan fund criteria to the State's Attorney for review. The committee discussed the Rentech project and its impact on Highway 20.

vii. Dane Jackson reported that the Law & Courts Committee discussed an RFP for ductwork cleaning so that it can be included in next year's budget. There will be a pre-bid meeting on August 23rd. The Sheriff has requested purchase of a squad car. The committee discussed the water patrols by the Sheriff's Office.

viii. Reimer reported that there was a loss-control inspection report that noted the need for several detectors and all those issues have been corrected. There was an article in the newspaper about Dura and a letter of support will be presented to the plant manager as well as sent to upper management and corporate offices. Reimer also reported that the insurance broker has drafted an employee survey that will go out with the next payroll distribution. Tricor has also contacted Medical Associates and hopes to have renewal rates by August 15.

c) Proposed collective bargaining agreement for Local 150. Berlage stated that the draft of the proposed agreement was received and needs to go forward to the County Board. The committee suggested placing the item on the County Board agenda and including the agreement in the packets.

5. Board Member Concerns

Hasken discussed the change of the 815 area code and the overlay process for new numbers. None of the committee members are in favor of this overlay. Berlage will make a call to the phone company in protest of this change.

Mapes stated that IDOT has never recorded the alignment for the Highway 20 corridor. There are some people who want the alignment changed again. Berlage will verify that information at the courthouse.

6. Citizens' Comments – none

Meeting adjourned at 9:15 p.m. following a motion by Hasken and seconded by Berlage.