

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Marvin Schultz
DATE/TIME: April 3, 2006. 7:00 p.m.

PRESENT:

Berlage
 Carroll
 Hasken

Jackson
 Mapes
 Potter

Schultz

Other Board Members: Beth Baranski

Others: Carol Soat, Peg Murphy, Rose Imbus, Jean Dimke, Sharon Wand, Brian Melton, Helen Kilgore

MINUTES

1. Minutes Approval

Yerda Potter made a motion to approve the committee minutes of March 6, 2006. Ron Mapes seconded and the motion passed.

2. Citizens' Comments – none

3. Old Business

- a) Committee goals and planning. Mapes commented that at the next Development & Planning meeting they will be coming forward with their whole list. At the Finance Committee meeting they discussed financial responsibility and development of a board member orientation or packet. Marvin Schultz reported that Social & Environmental is getting close to developing their list.

4. New Business

- a) Inter-committee comments and discussion.
 - i. Jody Carroll reported that the Public Works Committee is recommending purchase of a truck and discussed a barking dog ordinance. The Derinda property shed is torn down and completely gone now. The committee decided to continue to charge the fuel surcharge as they are now. They will review some Animal Control issues and policy.
 - ii. Schultz reported that the next Social & Environmental meeting will be a day meeting so that they can visit the departments they missed on their first tour. They are also inviting agencies that are funded by the County or 708 Board to give a short informational presentation to the committee. Choices gave a presentation at the last meeting.
 - iii. Vince Hasken stated that there wasn't a quorum at the last Information & Communications Technology Committee meeting. They received updates on the flyover and other projects. They are gathering data on an IT person.
 - iv. Dane Jackson reported that the Law & Courts Committee received some bids for Durrant on the front part of the roof project. The total package was around \$820,000 including engineering, architectural, management and construction.

The committee felt there were many questions and would like to put the architectural part of the project out to bid. He, Merri Berlage, Terry Stoffregen and two roofing contractors took a look at the roof and aren't sure the situation is as bad as Durrant presents. Jackson took a roof tile to be analyzed for asbestos. The parking lot lighting project is going to move forward in phases so it can be completed. The heat tape project is done but not completed in full until all the paperwork regarding the warranty is finished. The committee passed the barking dog ordinance on to the Public Works Committee, as well as the issue with fuel surcharge. They are recommending an ordinance for name change of the Jo Daviess County Emergency Service and Disaster Agency. The committee also discussed an ordinance registering keg purchases. Berlage reported that the Alcohol Server Task Force is meeting on Tuesday.

- v. Mapes reported that some members attended a meeting in Springfield regarding the Highway 20 bypass. There was discussion about hiring a lobbyist. The Scenic Byways group is changing their name to the CVB Building Committee. The committee discussed collection of the hotel/motel tax but there will be some more work on that subject as a result of the Finance meeting. The States Attorney recommends that an ordinance be drafted for the hotel/motel tax collection. Some bids and grants were approved for the CVB. Some zoning issues and the zoning ordinance were also discussed.
- vi. Potter reported that two more licenses are needed for the financial system software from Civic. They normally cost \$2000 each, but Civic will give us 2 for \$3500. Claims review will continue a little longer. The elected officials' salaries were discussed. The Treasurer is going to move her collector books into the basement. Storage of the election equipment was discussed. The Chief County Assessment Officer is having trouble getting her abstract from the state. An insurance broker is coming to the next Finance meeting to make a presentation. The hearing for the Ramada and Country Inn & Suites regarding their assessment will be held this Thursday and Friday. The committee discussed the need and responsibility of the Claims Review Committee.

5. Old Business

- a) Employee handbook. Members of the Board of Health attended in order to discuss the handbook and the differences in the handbook that the Health Department uses. Berlage reported that there were some questions at the last staff meeting about vacation time that she has checked out and made sure they are correct. Peg Murphy reported that she has found five minor variations between the two handbooks. The committee reviewed the differences page by page. There was some discussion on how to handle the differences between the two manuals. Hasken made a motion to assign a committee including two Executive Committee members and two Board of Health members to get together and get the handbook into a final document to present to the Board. Potter seconded and the motion passed. Berlage and Schultz volunteered to serve on the committee.

- b) County Administrator search process will be discussed later in the agenda.

6. New Business

- a) Elected officials' salaries. Schultz reported that the Finance Committee reviewed this item and has sent a recommendation to the committee to forward to the Board. Salaries for the Clerk, Treasurer, Circuit Clerk and Coroner will begin at the current level with a 3% increase each year. The Sheriff will begin at \$55,000 with a 3% increase each year. There was much discussion among the committee about the rate of increase and the cost over four years. The committee discussed the starting salary for the Sheriff. Potter made a motion to recommend approval of a resolution that was forwarded from the Finance Committee to establish salaries for elected officials. Mapes seconded and the motion passed with Hasken voting no. The committee discussed that salary and per diem for the County Board must also be set at this time. Berlage made a motion to keep the salary for the County Board Chairperson and the per diem for County Board members at the current level of \$3000.00 and \$50.00. Mapes seconded and the motion passed.
- b) County Administrator interview process. Berlage reviewed with the committee that the advertising has been placed and there are approximately 19 resumes received by the office. Now the chair and vice-chair are to the point of screening the resumes, background checks will need to be done, and then interviews. Berlage has concerns about the whole board meeting to interview and if it has to be an open meeting. She is waiting for a decision from the States Attorney. They hope to interview three or four applicants. Berlage questioned the committee about reimbursing travel costs for candidates. Berlage asked the committee if they would like a couple of people to visit the home location of the candidates and the committee liked that idea. The committee also discussed meeting with the candidates in a social setting. The committee discussed background checks and the rest of the procedure. Berlage and Schultz will have narrowed the field of candidates before the next County Board meeting. Hasken made a motion to cover the appropriate expenses to bring candidates in for an interview. Carroll seconded and the motion passed.
- c) Sheriff's Office Manager and Records Clerk position descriptions. Sheriff Brian Melton presented some minor changes to two of his positions. Currently they are called Executive Secretary and Administrative Assistant. The positions are in the same salary grade level at a similar rate of pay. Since one of the staff is leaving, he is taking the opportunity to refine and revise the positions to make them more accurately reflect their duties and responsibilities. He is requesting to change the Executive Secretary position to Office Manager and keep that staff person at the current salary grade level 6 with a small raise for increased responsibilities. He would also like to change the Administrative Assistant position to Records Clerk and change the salary grade level from level 6 to level 4. The committee questioned the outline of benefits included on the position description. The committee also discussed the hours of work and break times. Melton hopes to hire someone to fill the vacancy as soon as possible after approval by the County Board. Berlage made a motion to recommend approval of the revised job descriptions as presented. Carroll seconded and the motion passed.

7. Board Member Concerns

- a)** Carroll questioned if anyone knows how much money has been spent per square foot on maintenance issues for the courthouse. The committee discussed the controls project that is still unfinished because money has been diverted to other projects. Berlage and Soat will research the maintenance costs for the last five years.
- b)** Beth Baranski questioned if anyone attended the hospital's informational meeting at the Irish Cottage. Berlage replied that Terry Stoffregen was planning to attend. Berlage reported that once the hearing to dissolve the hospital district was held, there is 30 days for people to respond to the County Clerk's Office.

8. Citizens' Comments – none

9. Executive Session

- a)** Berlage made a motion to enter into closed session at 9:36 p.m. for reason of personnel section 2(c)1. Mapes seconded and the motion passed.
- b)** Hasken made a motion to leave closed session at 9:48 p.m. Carroll seconded and the motion passed.

Meeting adjourned at 9:49 p.m. following a motion by Hasken and seconded by Mapes.