

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Marvin Schultz
DATE/TIME: October 4, 2005. 7:00 p.m.

PRESENT:

Berlage
 Carroll
 Hasken

Jackson
 Mapes
 Potter

Schultz

Other Board Members:

Others: Troy Brown, Betsy Eaton, Nancy Breed

MINUTES

1. Minutes Approval

Dane Jackson made a motion to approve the committee minutes of September 6 and September 22, 2005. Vince Hasken seconded and the motion passed.

2. Citizens' Comments

3. Old Business

- a) Discussion and possible action on revisions to the employee handbook. The committee discussed the proposed changes to the employee handbook. The County Administrator stated that his office has not been directly involved in this project and as such has not been able to review any of the changes. Brown also expressed concern over possibly removing the administrator position as the entity responsible for making operational or day to day decisions that are based on this policy. Brown also reported that he had discussed this subject during a staff meeting and that staff expressed concerns regarding this project. Merri Berlage reported that she had also discussed this subject with staff and they felt they should also be involved. Berlage made a motion that the County Administrator's Office distributes the draft of the personnel manual including changes to the department heads for them to review for two weeks and return their ideas and concerns to this committee. Yerda Potter seconded and the motion passed.
- b) Board training/education. Merri Berlage reported that she spoke with the Attorney General's Office and parliamentarian Nancy Sylvester about holding an education program in late January or early February. The committee discussing holding the program at Highland's west campus in Elizabeth.
- c) Board goals and planning. This topic has moved to the County Board level.
- d) Discussion of employee health insurance. The County Administrator reported that Friday was the deadline and there were five proposals submitted. He has not reviewed them in depth, but stated that four of the five proposals came from brokers or agents quoting a Blue Cross/Blue

Shield deductible program. Medical Associates submitted various options for an HMO program. They also quoted premiums under a 3-tier plan as opposed to our current 2-tier plan. He asked how the committee would like to proceed with the process of reviewing the proposals. The committee discussed if changing to a deductible plan would cause difficulties with the collective bargaining units. The County Administrator's Office will do a basic analysis of the proposals and present it to the committee. The committee discussed the timing of the renewal and what the deadline is. Berlage made a motion to request an extension for the health insurance depending on the deadline and put it on the County Board agenda. Hasken seconded and the motion passed.

- e) Discussion of the salary and wage study. Brown reported that he just received the requested revisions to the salary and wage study. He will be reviewing it this week. If there are going to be changes based on the study, he would like to accommodate them in the budget as soon as possible.
- f) Discussion and possible action on County Administrator job description. The County Administrator indicated that the Board and Committee had not involved him with this subject and that he has not had any formal communication regarding the motives and objectives of this. Brown voiced concerns about possible changes to the job description and the need for centralized management to be reasonably empowered. He had asked at a previous meeting if the County Board members felt that the previous administrator or himself had ever inappropriately exercised their authority and the response to this was no, but that there may be a number of Board members who would like to exercise this type of authority themselves. Brown stated that this type of systems change would likely seriously encumber our internal processes. Brown also stated that unempowering the position would make the job very difficult to do and that the position needs to be supported and communicated with for it to be effective. The committee discussed making clarifications to the position description and Brown suggested that he could get some more example position descriptions for the committee to review. The committee discussed the changes they have made and asked to review a draft. Ron Mapes made a motion to get several different job descriptions to review and develop a draft including the changes. Dane Jackson seconded and the motion passed.
- g) Discussion and possible action on CVB Director of Operations job description. Mapes stated that this item had gone to the Development & Planning Committee and they postponed it until the next meeting. The committee members discussed which committee has the responsibility because it is a personnel matter. Brown stated that the County Board needs to clarify this issue among themselves. Betsy Eaton stated that she has changed other job descriptions through this committee in the past and

that the most significant change is in the title and the salary grade level. Mapes stated his concern that this position is important.

4. New Business

- a)** Inter-committee comments and discussion.
 - i.** Brown stated that the budget process is moving along well and the budget review sessions are scheduled. He believes it can be accomplished in two meetings this year instead of three.
 - ii.** Jackson stated that the Assistant States Attorney was at their meeting and some changes to ordinances are being recommended so that some money from fines and fees can be kept in the County. The committee recommended the maintenance man position and it will be sent to the Executive Committee. More quotes are being sought to install the parking lot lighting. Representatives from Durrant were present and updated the committee on the roof issues. The committee approved a bid from Portzen Construction for copper lining for the gutters that would be a permanent repair and not have to be removed as the roof is worked on.
 - iii.** Mapes reported that the Enterprise Zone expansion is set for Royster Clark and Mill Crossing. The committee also approved local promotion grant round #4 and contracts for the Triathlon. The rezoning committee gave a presentation about LESA to the committee.
 - iv.** Potter stated that all the budgets are in and the budget review sessions are scheduled for October 12 and October 20 at 7:00 p.m. Marie Stiefel from the Regional Office of Education was present to discuss the lease for the office and the County Administrator is working on producing graphs for projection of revenues, expenses and fund balances. She also stated that it is nearly time to bid for auditing services and the County Administrator told the committee that it is directly related to the Board's desire to complete the accrual accounting conversion. The Soil and Water Conservation District has contacted the Clerk's Office regarding being a part of the tax levy.
 - v.** Schultz stated that the Social and Environmental Committee discussed the Golden Meals program's move from Coatsworth to McCoy Manor in Galena and is recommending participation in the Small Rental Properties Program.
 - vi.** Hasken reported that his committee is working on the Internet policy.
 - vii.** Berlage reported that the States Attorney is working on getting names of lawyers together. She updated the committee on a draft opinion from the Illinois Supreme Court that may have impact on the case. Representative Sacia has been helpful at the state level. Berlage suggested that a Legislative Committee of three County Board members be established. Hasken made a motion to establish a

Legislative Committee consisting of three County Board members.
Mapes seconded and the motion passed.

5. Board Member Concerns

- Jackson stated that he is concerned that \$10,000 is too low of an amount to require bids on an item or project. The County Administrator checked with other counties and most are still at \$10,000, including Cook County. Brown will continue to check the statutes about this limit. Berlage will ask the States Attorney to find out.
- Mapes discussed the map amendment that was presented at the Zoning meeting. Lester Johnson has stated that the Conservation District should be on the map as well. Mapes questions if the Conservation District is a part of the zoning ordinance. Berlage spoke with Dave Ackemann about it and he is going to follow up with the Zoning Officer.

6. Citizens' Comments

Nancy Breed offered some comments on her position as Director of Operations.

7. Executive Session

- a) Jackson made a motion to enter into executive session at 8:50 p.m. for reasons of personnel section 2(c)1, collective bargaining section 2(c)2 and litigation section 2(c)11. Hasken seconded and the motion passed.
- b) The committee returned to open session at 9:35 p.m. Schultz made a motion to recommend that the Administrative Assistant job description be sent to Development & Planning for more discussion and a recommendation to be forwarded to the Executive Committee. Mapes seconded and the motion passed with Potter voting no.
- c) Schultz made a motion to return to closed session at 9:48 p.m. for the reasons stated above. Hasken seconded and the motion passed.
- d) The committee returned to open session at 10:52 p.m.

There being no further business, the meeting adjourned at 10:52 p.m. following a motion by Hasken and seconded by Mapes.