

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Yerda Potter
DATE/TIME: Monday, December 1, 2003. 7:00 p.m.

Berlage
 Carroll
 Creighton

Hasken
 Potter
 Sisler

Stoffregen

Others: Duane Olivier, County Administrator

MINUTES

1. Jody Carroll made a motion to approve the minutes of November 3, 2003. Terry Stoffregen seconded and the motion passed.

OLD BUSINESS

2. **Prevailing Wage Rates.** No response has been received regarding the County's request for a copy of the Illinois Department of Labor (IDOL) prevailing wage survey.

3. **Public Works Committee meeting date.** The Public Works Committee has changed its regular meeting date to the 4th Friday before the County Board meeting at 8:00 a.m. in the County Highway Building.

4. **Zoning Officer Classification.** Merri Berlage and Duane Olivier have not yet met with the Zoning Officer regarding the classification of this position.

NEW BUSINESS

4. **Inter-committee Comments and Discussion.** Committee members reported on the activities of the committees for which they serve as chairperson.

Terry Stoffregen reported that the Health, Environment, and Law Committee has recommended the purchase of a new squad car by the Sheriff and the renewal of the inmate insurance plan. Additionally, the Committee considered the matter of the Public Defender receiving additional compensation in the Debord case.

Jody Carroll reported that the Public Works Committee continues to discuss and seek a solution to the matter of the Derinda Road property used until recently by the County as a satellite storage facility. The Committee will also be recommending entering into an agreement with Carroll County for the maintenance of roads at the Savanna Army Depot.

Vince Hasken reported that the County Development and Planning Committee has reviewed and recommended approval of several resolutions and ordinances relating to the City of Freeport-Stephenson County Enterprise Zone; recommended approval of the printing of 50,000 copies of the 2004 Calendar of Events; and recommended approval of a Travel and Entertainment Policy for the CVB. In the case of the Travel and

Entertainment Policy, the Committee is suggesting that consideration be given to amending the County's personnel policies handbook to include the Travel and Entertainment Policy as a part of the County's general personnel policies.

Lynn Sisler reported on the discussion of the Information and Communication Technology Committee regarding the GIS web application, the telephone report developed by Domer Schubert and Bill Cooper, and election equipment replacement.

5. November Department Meeting. Duane Olivier reported on the agenda of the November meeting of department heads that focused on the FY2004 Annual Budget approval by the County Board and on the 3-Year Estimate of County revenues and expenditures.

6. 2004 Executive Committee Meeting Schedule. The Committee reviewed and approved the meeting schedule for 2004 (attached).

7. Updated Performance Pay Scale. Duane Olivier reviewed with the Committee a proposed revision the pay scale (attached) used in conjunction with the Employee Performance Evaluation Plan. The proposed scale is a modification of the scale used in FY2003 and is intended to better implement the FY2004 Annual Budget allocation of 2% for salary and wage increases based upon an employee's performance as rated in the Employee Performance Evaluation Plan. Although the scale works reasonably well for most employees, it does not address the pay for performance needs of certain professional level positions such as the sales and marketing positions in the Convention and Visitors Bureau. The special committee formed to review the Employee Performance Evaluation Plan should review this aspect of the performance system. On a motion by Vince Hasken, 2nd by Jody Carroll, the Committee approved recommending the proposed revision to the Performance Evaluation pay scale.

8. County Administrator Search Committee Update. Merri Berlage reported that she had recently spoken with Bob Beezat of the PAR Group regarding the status of the search process. Bob indicated that to date he has received 54 applications for the position and anticipates more before closing the recruitment process later in December.

6. Executive Session to discuss personnel matters. On a motion by Lynn Sisler, 2nd by Merri Berlage, the Committee went into executive session to discuss a personnel matter.

The Committee returned from executive session.

There being no further business, the meeting was adjourned.