

# COMMITTEE REPORT

**COMMITTEE:** Executive  
**CHAIRPERSON:** Marvin Schultz  
**DATE/TIME:** February 6, 2006. 7:00 p.m.

**PRESENT:**

Berlage  
 Carroll  
 Hasken

Jackson  
 Mapes  
 Potter

Schultz

**Other Board Members:**

**Others:**

## MINUTES

### 1. Minutes Approval

Dane Jackson made a motion to approve the committee minutes of January 3, 2006.  
Ron Mapes seconded and the motion passed.

### 2. Citizens' Comments – none

**Chairman Schultz stated that some of the agenda items will be addressed out of order when Merri Berlage arrives.**

### 3. Old Business

- a) Board training/education. The seminar on Open Meetings Act/Freedom of Information Act will be held this Thursday at 7:00 p.m. at the River Ridge School.
- b) Committee goals and planning. This item will wait for the next meeting.
- c) Statement of Compensation for employees. The committee reviewed the modified statement of compensation with vacation and holidays separated from the rest the identified benefits. The committee feels this is pretty straightforward now and there should be less confusion about holidays and vacation pay. Yerda Potter made a motion to forward the revised Statement of Compensation to the County Board for approval and implementation. Jackson seconded and the motion passed.

### 4. New Business

- a) Inter-committee comments and discussion.
  - i. Jackson reported that the Law & Courts Committee has contacted a company to give a price quote before the next meeting for duct cleaning. A contract for Blanding Landing patrol will come to the County Board. Sheriff Melton expressed some concerns about patrol in Hanover since the village cancelled their contract with the Sheriff's Office. Hanover plans to hire some more part-time officers. The committee discussed the feelings of other communities. Law & Courts has changed their meeting times to 7:30 p.m. Durrant is evidently checking with their insurance company to help cover roof repairs. The committee discussed the Sheriff's salary. The Chief Deputy

position will stay vacant for the time being and some of those duties will be distributed among other members of the command staff.

- ii.** Mapes reported that the Development & Planning Committee is working on their list of goals. The Greenway Planning grant is getting under way. Economic Development goals were reviewed with the consultant and a mock-up of the brochure was reviewed and discussed. The CVB Advisory Board wants to go to the Governor's Conference in Springfield and the payment for their attendance wasn't included in this year's budget. The committee discussed taking it out of capital improvement or contingency. The CVB Executive Director is concerned that if it is taken from contingency that the Board will replenish that line item when she needs it. Mapes suggested that he make an additional motion to transfer the same amount from the capital investment line item to contingency. The amount is approximately \$5500. The committee discussed the amount of time that was spent on preparing and reviewing the CVB's budget this year.
- iii.** Potter reported that the Finance Committee had an update on the accrual conversion. The committee was told that the VPN solution isn't going to work. The new suggestion will cost \$11,585. Merri Berlage discussed it at the staff meeting and there is some money available in the Circuit Clerk's interest fund. The other departments were asked to make contributions also, even if it is only a couple of hundred dollars. Potter reminded the committee that there is some money in the Miscellaneous budget. The discussion at the staff meeting evolved into a discussion of technology in general. The committee discussed putting it out to bid, but that would delay the implementation of the purchase order system. There was a lengthy discussion about computer technology services and billing. The consensus of the Executive Committee is to proceed with this server project so that the purchase order system can be implemented. The Finance Committee will work on getting the money together. The Purchasing Policy revision went out to the staff meeting and it's possible that the program could be up and running by April. A resolution will go to the Board for the sale of delinquent tax parcels. The Finance committee discussed the budget meetings. Health insurance was discussed. It's too early to get an estimate of next year's increase. There are some bills in front of the legislature that could affect assessments and revenue collections. Marvin Schultz stated that several years ago the County lost the photoprocessing tax; he has heard that the municipalities are getting it back through the telecommunications tax if they apply to the state for it.
- iv.** Merri Berlage reported that she met with Linda Delvaux and Dave Ackemann regarding the zoning ordinance review. There was a miscommunication with the attorney, Ackemann, regarding the direction the Board wanted him to take. He reviewed the new document and expressed some concerns about the administrative responsibilities and restrictions in the new document. He has concerns that the additional administration will require more staff people. Ackemann did go through the current ordinance for amendments that will

make it concurrent with the map and provide some legal protection. He also told Berlage that the Galena Hospital is getting a pre-annexation agreement with the City and the County will not have any zoning jurisdiction over the property. Berlage reported that union negotiations are scheduled for this week. Several letters have been received from pet owners regarding a recent County Board zoning decision.

- v. Schultz reported that the Social & Environmental Committee toured the building. Some of the storage areas are storing junk and the committee asked Diane Williams to put together some lists and remind the departments of procedures for disposing of junk. Beth Baranski is going to check with Solid Waste about getting rid of computers. Berlage talked with Dave Ylinen about an igloo at the LRA and he is going to take the request to his board. Potter stated that Peg Murphy is going to check if her document storage company takes other documents than just medical records. Schultz stated that the tour was eye-opening.

## 5. Old Business

- d) Employee handbook. The committee reviewed the draft and believes that it is complete including most of the revisions they requested. References to County Administrator on several pages were replaced by "County Board or designee". The committee would like to have a clean draft and meet with the Board of Health and the department heads before sending it to the full Board. The committee discussed if there should be any clarification between permanent or seasonal part-time and the consensus of the committee is that there should not. Mapes made a motion to send the personnel handbook to the States Attorney's Office to put into draft form to be distributed to the department heads for their review. Jackson seconded and the motion passed. Schultz stated that they will meet with the Health Department after the departments review the handbook.
- e) County Administrator job description. The committee got some limited responses from board members and department heads. Discussed the attributes that they would like to see in the County Administrator. The committee discussed the level of control and responsibility included in the job description as it is now. The committee went through the job description in detail and made changes. Potter made a motion to recommend forwarding the revised County Administrator job description to the County Board. Mapes seconded and the motion passed.
- f) County Administrator search process. If the Board approves the job description, then ads could be placed and the job description could be sent to the people who previously sent in their resumes and they could be invited to re-apply. The committee discussed if a search firm would be hired, or if the County Board conducts the search who would be responsible. The consensus of the committee is to let the full Board discuss and decide what the process will be.
- g) FY2007 budget administration. Berlage put this item on the agenda in case the administrator position didn't move forward. If there is no County Administrator, the Board needs to decide if someone needs to be hired to direct the budget process.

## **6. New Business**

- b)** County Board procedures. During the codification process, some statements were identified in Chapter 5: County Board Meetings; Rules of Order; Procedures that need to be changed. The States Attorney reviewed the request for clarification and agrees that the reference to exemption from notice should be stricken. Potter made a motion to amend the Board Procedures Ordinance as recommended. Jackson seconded and the motion passed.
- c)** Public Defender resolution. The state public defenders have a lobbyist that is recommending that funding be placed into the state budget to reimburse two-thirds of the public defenders' salaries, as per the Public Defender Salary Reimbursement Act. Potter made a motion to recommend approval of the resolution in support of funding the Public Defender Salary Reimbursement Act as presented. Mapes seconded and the motion passed.
- d)** Resolution regarding Rockford Mail Processing and Distribution Center. Berlage reported that this item of discussion came from Congressman Manzullo who has concerns about a proposed change in routing mail from northwest Illinois from the Rockford distribution center to the Palatine distribution center. The committee discussed their concerns about extending the mail delivery time in the County and its effect on business. Mapes made a motion to recommend approval of the resolution in support of the Rockford processing and distribution center as presented. Berlage seconded and the motion passed.
- e)** Discussion and possible action regarding how long to keep backup tapes. This is for the computer systems. Right now the backup tapes are kept for two weeks before recycling. The consensus of the committee that at least two weeks is necessary. Mapes made a motion to keep computer system backup tapes for two weeks, based on the advice of the States Attorney's Office. Potter seconded and the motion passed.

## **7. Board Member Concerns - none**

## **8. Citizens' Comments - none**

## **9. Executive Session**

- i.** Jackson made a motion to enter into closed session at 10:00 p.m. for purposes of personnel section 2(c)1, collective bargaining section 2(c)2, and litigation section 2(c)11. Potter seconded and the motion passed.
- ii.** Berlage made a motion to leave closed session at 10:21 p.m. Mapes seconded and the motion passed.
- iii.** The review of the closed session minutes will be postponed until next month's meeting.

Meeting adjourned at 10:22 p.m. following a motion by Mapes and seconded by Potter.