

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Marvin Schultz
DATE/TIME: January 10, 2005. 7:00 p.m.

PRESENT:

Berlage
 Carroll
 Hasken

Jackson
 Mapes
 Potter

Schultz

Other Board members: Beth Baranski

Others: Jean Dimke, Diane Williams, Troy Brown, Carol Soat, Robin Buss, Drew Sosnowski, Terry Kurt, Steve Allendorf, Brian Melton, Betsy Eaton

MINUTES

1. Minutes

Ron Mapes made a motion to approve the minutes of November 1 and November 16, 2004. Yerda Potter seconded and the motion passed.

2. Citizens' Comments

Robin Buss works in the County Clerk's office and told the committee that she has declined to take the County's health insurance since 1999. She is covered under her husband's policy and wanted to save the County some money.

3. Old Business

Merri Berlage asked that the revisions to the personnel handbook be kept on the agenda until that topic is completed. The committee asked what the outcome was from the Personnel Review ad hoc committee. Yerda Potter and the County Administrator replied that the committee had some recommendations regarding changes to the review forms and regarding merit raises. The committee would like the topic to appear on a future agenda.

4. New Business

a) **Inter-committee comments and discussion.**

The County Administrator reported that he handed around an update on the progress of the salary and wage survey. He also advised the committee that the software provider is drafting purchase order and requisition forms and he distributed samples to the committee.

Dane Jackson reported that the Law & Courts Committee will be meeting for the first time on Thursday night.

Ron Mapes reported that the Development & Planning Committee did not meet in December but are holding a special meeting before the County Board meeting. The CVB has an opportunity to receive a Federal Grant from the Great River Road project. The grant requires a 20% local match and the CVB has enough funds in their capital improvement fund.

Yerda Potter reported that the Finance Committee met and discussed the

purchase order policy. Recommendations are going to the County Board regarding the employee review scale, a transfer for the Health Department, the mileage reimbursement rate and the Public Defender contracts. The Public Defender contracts this year are set at a flat rate, with not limitations regarding hours. Potter also reported that she noticed certain departments are over or at their budgets already for certain line items. Specifically, the County Board is over their budget for dues, Communications is over their budget for computer supplies, Court Security is over their budget for contractual maintenance and the States Attorney has spent their full budget for professional services.

Marvin Schultz reported that the Social & Environmental Committee has not met yet.

Vince Hasken reported that the Information and Communications Technology Committee reviewed various items and is sending a recommendation to the Board to purchase an optical scan system for the election ballots and to also apply for the HAVA grant funds. The committee would like the vendor to attend the County Board meeting, if possible, to give a demonstration as he did at the committee meeting.

Merri Berlage reported that the expansion and combination of the Special Service Districts 1 and 2 needs to go to a public hearing again in order to have the legal description corrected. She also reported that there was a newspaper article regarding an ethanol plant that might be locating at the LRA. It is in the early planning stages; they still need to do a feasibility study and provide a business plan.

- b) **2005 Meeting Schedule.** Berlage made a motion to approve the 2005 meeting schedule with the alternate dates where conflicts occur. Jackson seconded and the motion passed.
- c) **Discussion of Opt-Out Insurance Program.** Jean Dimke addressed the committee regarding seven County employees who have traditionally declined the County's employee health insurance. She feels that these employees have fallen between the cracks because they had opted-out of the insurance during the open enrollment period before the policy was approved by the County Board. She indicated that her office had the employees sign a form when they declined the health insurance. The committee asked if health insurance had been budgeted for the employees that declined. Diane Williams replied that she knew the Building & Zoning budget did not include health insurance for William Keeffer. The committee discussed where the policy originated from. Hasken made a motion to send the issue of payment to employees outside the policy to the Finance Committee for review. Mapes seconded and the motion passed with a nay vote recorded for Potter.

5. Board Member Concerns

Schultz reported that he is not clear on the duties of the various committees and asked if there was anything in writing. The committee members felt that the duties are just general ideas. Schultz asked about the review of the closed session minutes and committee members advised him that this committee reviews all closed session minutes to determine if they should be opened or not. He also stated that the Finance Committee had discussed the idea of advising employees of their overall cost and the need to indicate to employees how their total compensation has risen beyond just the merit pay increases. The County Administrator stated that it would be a good idea to incorporate that into the employee review system. Schultz also asked that the committee chairs take information back to their committees from this one and to make sure that things get done, especially the ones that were voted on. He also suggested that a separate personnel committee could be established to review the personnel manual.

6. Citizens' Comments - none

7. Executive Session

Mapes made a motion to enter into executive session. Berlage seconded and the motion passed.

Jackson made a motion to return from executive session. Hasken seconded and the motion passed.

There being no further business, the meeting adjourned following a motion by Hasken and seconded by Berlage.