

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Marvin Schultz
DATE/TIME: October 31, 2005. 7:00 p.m.

PRESENT:

<input checked="" type="checkbox"/> Berlage	<input checked="" type="checkbox"/> Jackson	<input checked="" type="checkbox"/> Schultz
<input checked="" type="checkbox"/> Carroll	<input checked="" type="checkbox"/> Mapes	
<input checked="" type="checkbox"/> Hasken	<input checked="" type="checkbox"/> Potter	

Other Board Members:

Others: Betsy Eaton, Linda Delvaux

MINUTES

1. Minutes Approval

Dane Jackson made a motion to approve the committee meeting minutes of October 4, 2005. Ron Mapes seconded and the motion passed.

2. Citizens' Comments – none

3. Old Business

- a) Revisions to the employee handbook. Merri Berlage reported that some items were brought up in the staff meeting. The department heads would like some clarification regarding the hiring of relatives. There were some questions about IMRF, sick time, and Family Medical Leave that should be clarified also. They also believe that three funeral days in the event of death of a spouse is not enough. The County Clerk is going to contact IMRF and get some language that she will pass along to the States Attorney. She will also follow up on the requirements of the Illinois Insurance Act. The committee decided to ask the States Attorney to address the question of hiring relatives. There was much discussion on the topic of offering insurance beyond a 3-month leave of absence. Berlage reported that the Board of Health Personnel Committee would like to meet with this committee to ensure that both manuals are consistent with each other. The committee discussed changing the references to "County Administrator" to "County Board or designee". A copy of the working draft will be sent to the Health Department.
- b) Board training/education. Berlage has not heard from the Attorney General's Office regarding scheduling the training session on the Open Meetings Act. She will follow up.
- c) Salary and wage study. This topic will be discussed in closed session.
- d) CVB Administrative Assistant position description. This has been discussed with this committee and with the Development & Planning Committee. Mapes made a motion to recommend approval of the CVB Administrative Assistant job description as presented. Vince Hasken seconded and the motion passed.

- e) County Administrator position description. Berlage has position descriptions from other counties and cities that she will send to the rest of the committee.
- f) Employee benefits letter. There were some comments at the staff meeting that they thought it was too confusing, between the gross salaries, retirement contribution, holidays, vacations and there were some errors. Berlage reported that the form is being re-done.

4. New Business

- a) Building & Zoning part-time inspector position description. Linda Delvaux reported that this position has been in place for some time, she is just trying to be able to use the position more fully. The Development & Planning Committee has looked at it and recommended it for review by this committee. Hasken made a motion to recommend approval of the position description for the part-time building inspector as presented. Mapes seconded and the motion passed.
- b) CVB Office Manager position. Betsy Eaton stated that this position was filled in April by using the services of Furst Staffing as a remedy to quickly fill the vacant position. It was intended at that time that the position would revert to a County position and was included in the FY2006 budget as a full-time County employee. She requests that the person who has been in the position since April be moved to a permanent position effective on December 1, 2005. The committee discussed if the department head needs the permission of the County Board to do this. The committee also discussed how and if the position should be posted. The consensus of the committee is that the CVB Executive Director should post the positions of Administrative Assistant and Office Manager on the County website and two county newspapers and she has the authority to fill the positions as she chooses. Eaton also advised the committee that the Chamber of Commerce has made a request to place an Automatic Teller Machine (ATM) in the Depot Information Center. She will be bringing this item to the Development & Planning Committee for discussion and action.
- c) Maintenance person position description. This position has been discussed in the Law Enforcement & Courts Committee meetings. This was an unfunded request for the FY2006 budget, but was not approved during the process. The committee discussed who would hire this position and where this person would work. Other departments were not interested in contributing toward the cost of this position. Discussion will be continued in closed session.
- d) County Administrator search process. Berlage has received some estimated figures of \$14,500 to \$19,500 plus expenses to hire a search firm. One of the persons that they liked in the previous search is still looking for a position. She has also received resumes from several people in the County. The committee discussed the need to come to a consensus

of what they want out of the position and what structure they want to work under. Berlage reported that Ogle County is hiring an administrator and had 65 applicants. The consensus of the committee is to discuss this as a full County Board on November 8.

- e) Committee goals and planning. Schultz feels that the County Administrator is the most important goal for this committee at this time. He asked them to review their retreat materials. He also mentioned that tables and chairs for this room should be on a list for future replacement. Mapes asked if the meetings have to be held in the courthouse and if a room can be rented somewhere else. Berlage expressed concerns about security if meetings are held in other locations.
- f) Health insurance for Public Defender. The County contracts for the Public Defender services. The full-time public defender is asking the County to be allowed to enroll in the County insurance program and he will pay for the full premium. Carroll asked if other township officials could also be a part of the County's health insurance group. The committee discussed the status of the Public Defender as an employee. Berlage will ask the insurance company who qualifies to be included in our group and the topic will be discussed at the County Board.
- g) Inter-committee comments and discussion.
 - i. Dane Jackson reported that the Law & Courts meeting was very short. There was no report from the Sheriff's Office. He did state that the copper is being installed in the gutters now.
 - ii. Jody Carroll reported that the Public Works meeting did not have a quorum. Steve Keeffer did report that he is over his budget on part-time, but under budget on full-time salaries; overall his salary items are within the budget for FY2005.
 - iii. Vince Hasken reported that Information & Communications reviewed various policies that they are sending forward to the County Board. The County Clerk is also requesting a grant for voting machines.
 - iv. Yerda Potter reported that the Finance Committee made a decision to have the non-General Fund operating departments include the 4% salary increase in their budgets and resubmit them. They recommended an IRS mileage increase for October and November. The health insurance savings that each department was going to keep is going to be needed to cover the increased costs of the arbitrator's decision for the Deputy's Union, so the savings is going to be held in a contingency line item and not each individual budget. There are some minor line item transfers that will be brought to the County Board. The purchasing policy is going forward to the Board and the auditor will begin working on the accrual conversion as soon as that policy is approved. He will also present some proposals for his auditing services for next year.

- v. Ron Mapes reported that Development & Planning had a short meeting also and is sending forward a recommendation from the Greenway Planning Committee. He would like the County Board Chair to send thank you notes to those committee members. An economic development contract will also go to the County Board for their approval, as well as a letter of intent for the CVB. There was much discussion about the Greenway Plan.
- vi. Marvin Schultz stated that the Social & Environmental Committee discussed some goals and plans to review the space study for more ideas. The committee discussed walking through the courthouse as a group during the day to see how space is utilized.
- vii. Berlage reported that they discussed the handbook and budget at the staff meeting, as well as a fire safety report. Inventory was discussed and sent to each department for them to update as they make purchases and dispositions. Staff has concerns about the weight of the records stored in the attic above the States Attorney's Office. The Treasurer and County Engineer are going to arrange to move some of the files to the Highway Department's attic. Some repairs were needed for the Sheriff's Office because the heat was not working. They questioned the claims process and the salary survey. She reported that she has scheduled a meeting with the Mayor of Galena to discuss a letter she received from the City's representative to the CVB Advisory Board. At the County Board Chair meeting, she found out that EDA funding may go down to 50% from 70%. The addition of Winnebago County to the Blackhawk Hills has been delayed pending a decision on the EDA funding. They discussed County Administrators, hiring and contracts.

5. Board Member Concerns

6. Citizens' Comments – none

7. Executive Session

- a) Potter made a motion to enter into closed session at 9:32 p.m. for purposes of personnel section 2(c)1, collective bargaining section 2(c)2 and litigation section 2(c)11. Carroll seconded and the motion passed.
- b) Mapes made a motion to return to open session at 10:21 p.m. Carroll seconded and the motion passed.
- c) Hasken made a motion not to accept the maintenance person position description at this time due to the inability to fund the position. Potter seconded and the motion passed.

Meeting adjourned at 10:40 p.m. following a motion by Mapes and seconded by Potter.