

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Ron Mapes
DATE/TIME: January 2, 2008

PRESENT:

Merri Berlage
 Jody Carroll
 Bill Cooper

Dane Jackson
 Ron Mapes
 Yerda Potter

Marv Schultz
 Jack Zillig

Other Board Members:

Others: Dan Reimer

MINUTES

Ron Mapes called the meeting to order at 7:05 p.m.

1. Minutes Approval

Merri Berlage made a motion to approve the committee minutes of December 3, 2007.
Dane Jackson seconded and the motion passed.

2. Citizens' Comments – none

3. Unfinished Business

- a) Employee education policy. Mapes stated that this has been presented to the department heads. Bill Cooper received a copy of the education policy that the Health Department had a couple of years ago and those points were included in the new policy. There is no money to fund the program at this time. Cooper made a motion to forward the employee education policy to the County Board for approval. Jack Zillig seconded. The committee discussed that there is no recommendation yet from the department heads. One major question is if all departments are eligible and how that funding will work. Cooper withdrew his motion and Zillig seconded.

4. New Business

- a) Use of motion cards in committee meetings. County Administrator Dan Reimer distributed a sample motion card. He reported that a similar system was used at Apple Canyon Lake and now that the County Administrator Office Manager is leaving it might be a good time to implement this system. This would ensure that all committee motions are written by the maker of the motion and the motions are carried through accurately to the County Board agenda. The committee discussed the idea at length. The idea is good, but the members have faltered in the past carrying it out. The committee discussed the logistics of filling out the cards. The committee discussed creating a committee sheet with room for multiple motions. The committee discussed an alternative that the chairman repeats back the motion each time, slowly and clearly. Cooper made a motion to pass on the idea of using the motion cards in committee meetings with no recommendation from the committee. Berlage seconded and the motion passed with one no vote.

- b) Development of an appendix of county policies. Reimer reported that the office has started collecting policies in a folder on the computer. Many of the old policies will be discovered only by going back through county board minutes. The office will continue working on the project.
- c) Future of the courthouse building. The committee discussed what possible locations there are in Galena and if a feasibility study for the courthouse should be done. Mapes suggested looking at the property across from the Health Department. The committee discussed other options and buildings that might be available, or become available. The committee discussed the effect of separating offices into various locations. Zillig made a motion to investigate properties in the vicinity of the Galena area. Yerda Potter seconded and the motion passed. Mapes was asked to investigate on behalf of the committee. The committee discussed which offices are the busiest in the courthouse. Dane Jackson suggested that a survey card be used to gather opinions about the courthouse from visitors to the building.
- d) Intercommittee comments and discussions. Mapes asked, in the interest of time, to limit reports to the action items that are moving forward to the County Board.
- Jackson reported that the Law Enforcement & Courts Committee received an update on the roof project and some addenda to the architectural and construction management contracts for phase II. A maintenance contract will be forwarded for the CI3 controls system. The Blanding Landing contract was approved with a 3% increase over last year. A burn policy was discussed and will be discussed again. The Sheriff asked to increase the allowance for use of personal vehicles for his maintenance superintendent and jail cook. The photo I.D. policy has been dropped until courthouse security is increased.
 - Marv Schultz reported that he met with the County Clerk and County Administrator regarding the codification project and it is progressing.
 - Potter reported that the Finance, Tax & Budgets Committee had a short meeting. They discussed a report from the Chief County Assessment Officer. All but one of the assessors has picked up their books. The auditors will get started on January 7. The dairy was discussed, as well as the riverboat money.
 - Zillig has nothing to report for Social & Environmental. Potter stated that they heard a report from the Health Department.
 - Cooper reported that the Information & Communications Technology Committee was informed that Connor Anderson of Effective Networking will make a presentation at the next County Board meeting. The Farm Bureau asked Jo Daviess County to co-produce the plat books with them. GIS/IT Coordinator Joe Kratcha prepared some cost scenarios for producing the books in-house. Nicor would like to make changes to the digital data license agreement.
 - Berlage reported that the next Legislative meeting is January 16. The Development & Planning Committee determined that the County Administrator and Economic Development Director will draft a letter to the communities about notification regarding TIF district meetings.

- Reimer reported that the staff has a safety committee that is working on a risk management manual at the recommendation of our insurance provider. The departments have also discussed Freedom of Information Act (FOIA) requests and are developing a recommended policy. Resumes for the Office Manager position are due this week.

5. Board Member Concerns

Cooper noticed that the information plaques in the elevator are not readable. Elevator inspections were discussed at the Law & Courts meeting.

Potter asked if the board members are guests at the Rotary Roundtable on January 9 and Schultz said they are. Potter is ordering an updated Taxpayers of Illinois manual to bring to the roundtable. The committee discussed public response to this roundtable topic and questions it raised.

Berlage state that the Liquor Commission should be notified when license holders are arrested for a felony. She is concerned that the information is not coming from the Sheriff's Office.

Schultz state that a refund of dues was received from the United Counties Council of Illinois 9UCCI). Illinois Counties Risk Management Trust (ICRMT) will be present at the next County Board meeting to present a dividend check and explain the program.

6. Citizens' Comments – none

7. Closed Session

- a) Cooper made a motion to enter into closed session at 8:10 p.m. for purposed of personnel section 2(c)1. Berlage seconded and the motion passed.
- b) Cooper made a motion to leave closed session at 8:26 p.m. Berlage seconded and the motion passed.

Meeting adjourned at 8:27 p.m. following a motion by Zillig and seconded by Cooper.