

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Yerda Potter
DATE/TIME: October 4, 2004. 7:00 p.m.

PRESENT:

<input type="checkbox"/> Berlage	<input checked="" type="checkbox"/> Hasken	<input checked="" type="checkbox"/> Stoffregen
<input type="checkbox"/> Carroll	<input checked="" type="checkbox"/> Potter	
<input type="checkbox"/> Creighton	<input checked="" type="checkbox"/> Sisler	

Others: Troy Brown, Diane Williams, Betsy Eaton

MINUTES

1. Minutes

Vince Hasken made a motion to approve the minutes of September 7, 2004.
Lynn Sisler seconded and the motion passed.

2. Old Business

- a) **Salary Plan Survey.** County Administrator Troy Brown had asked the committee to review the three proposals that were given to them from Honkamp Krueger, Public Sector Personnel Consultants and McGrath Consulting. Brown stated that Honkamp & Krueger and Public Sector Personnel Consultants had clarified their proposals and that both would serve the County's purpose. Brown stated that the Public Sector Personnel Consultants proposal appeared to be a higher quality proposal. His recommendation is to engage Public Sector Personnel Consultants for \$7000 and he feels that their proposal will result in a better product for the County. He recommends a transfer from the Contingency Fund (016) into the County Board's professional services line item (702) to cover the cost of the survey. Hasken asked if the CVB, Circuit Clerk and other departments have been asked to contribute toward the cost of the survey. Brown replied that no departments indicated having significant funding in their professional services line item that could be used on this project. Brown will discuss the matter with the department heads and determine who is able to contribute. Hasken made a motion to engage Public Sector Personnel Consultants for the salary plan survey and to transfer the necessary funds from the Contingency Fund (016) to the professional services line item of the County Board budget; the amount determined by the level of contribution from other departments. Sisler seconded and the motion passed. The committee discussed that this survey is conducted every three years and stressed coordinating with the Health Department, who conducted their own separate survey in 2004. Brown reminded the committee members that this is an equity study; the consultants will take our specific positions and compare them with those in other similar organizations. This is not a survey that will produce new detailed job descriptions.

- b) **Employee handbook.** Shane Temple has recently returned from his family leave and there was no information for the committee.
- c) **Update on CVB Executive Director Recruitment.** The County Administrator reported that his office has received 40 applications for the position. He has also received RFPs from consulting firms to conduct an executive search. He asked the committee how they would like him to proceed; send a generic holding letter to the consultants or send a letter and not engage a search firm. Upon questioning, Brown replied that many of the applicants have significant experience in CVB directing. The search committee appointed by the County Board has not met. Hasken reported that his committee was told that the two representatives from the CVB Advisory Board will not serve on the search committee until the structure issue with the CVB is resolved. Sisler questioned if a search firm is needed and the consensus of the committee is to include a discussion item on the County Board agenda for the matter. The committee discussed the CVB issues of paying bills more than once per month, raising the level of department head approval for spending, and the desire to be established as a quasi-governmental agency like the Health Department. Hasken reminded the committee that they have raised the spending levels for department heads in the past and that checks can be paid outside the claims cycle with the approval of the County Administrator.

3. New Business

- a) **Inter-committee comments & discussion**

Terry Stoffregen reported that the Health, Environment & Law Committee forwarded the Sheriff's and other budgets to the Finance Committee. They made adjustments to the States Attorney's budget to bring it in line with the previous year's figures. The 708 Mental Health Board budget was sent back because the amount they submitted was over the target amount given to them by more than \$15,000. There will be a special meeting this Thursday to review that budget again. The committee is also looking at visible damage on the roof. Renaissance Restoration surveyed it and determined that certain things were not done properly when the roof was installed; resulting in lots of water damage. Repairs for the visible damage are estimated at \$23,000+. The County Administrator, Sheriff, County Board Chair, and Dane Jackson plan to meet with Durrant on Thursday to discuss the issue.

Lynn Sisler reported that the Information & Communications Technology Committee had a request from the LEPC to have an informational page on the County's website. The committee is sending an amendment to the County's website policy to the County Board for approval. The committee also received an update on the GIS activities and Sisler reported that GIS revenues are coming in on budget.

Vince Hasken reported that the Development & Planning Committee is sending a recommendation to the County Board for printing of the Visitor Guide. The committee also reviewed the various CVB budgets. A resolution required for the Foreign Trade Zone will also be on the agenda; as well as two ordinances for the expansion of the Freeport-Stephenson County Enterprise Zone. He also reported that the Zoning Officer is working on some information about wind energy conversion that will come before the Board in the next few months.

The County Administrator reported that Mediacom has sent a check to the County for \$64,000 in franchise fees that have been in arrears since 2001. He has also added it to the budget as a new recurring line item, estimating \$15,000 per year in revenues. The Finance Committee has a workshop planned for the following night to discuss the property tax levy and general fund revenues. The workshop will not last past 10:00 p.m. His office is waiting to receive one more phone RFP and then he will report the results to the Information & Communications Technology Committee.

4. Citizens' Comments

Dave Anderson from the Stillman Inn stated that he had attended the recent County Board meeting and is confused about what issues people feel so strongly about regarding the CVB structure. He offered his help, plans to attend more meetings and thanked the committee for the opportunity to speak.

5. Executive Session

Sisler made a motion to enter into Executive Session. Hasken seconded and the motion passed.

Sisler made a motion to leave Executive Session. Stoffregen seconded and the motion passed.

There being no further business, the meeting adjourned.