

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Yerda Potter
DATE/TIME: November 1, 2004

PRESENT:

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

Other Board members: Marvin Schultz
Others: Troy Brown, Linda Delvaux, Betsy Eaton

MINUTES

1. Minutes

Vince Hasken made a motion to approve the minutes of the October 4, 2004 meeting. Terry Stoffregen seconded and the motion passed.

2. Old Business

- a) **Discussion of possible revisions to the employee handbook.**
Yerda Potter reported that this is on hold with the States Attorney's Office at this time.

3. New Business

- a) **Inter-committee comments and discussion.**
Jody Carroll reported that the Public Works Committee has been discussing a request to put a center stripe on Blackjack Road. The committee discussed the responsibility if the road is striped.

Terry Stoffregen reported that the Health, Environment & Law Committee received regular department reports. The committee will be sending a recommendation to renew the inmate insurance program and a request for an interfund transfer to put unexpended funds for vehicles in 2004 into the Capital Equipment Replacement Fund. Stoffregen also noted that there is a resolution for Homeland Security NIMS that needs to be approved.

Hasken told the committee that the CVB has asked for approval of a letter of intent to contract with TDSM. The Zoning Officer is working on setting fees for wind generators and they are working out a procedure for the Soil and Water reports and a request by the Soil & Water Conservation District to increase fees for those reports. The committee also discussed appointing alternates to the Zoning Board of Appeals.

Lynn Sisler reported that the Information & Communications Technology Committee received updates regarding GIS, the telephone RFPs will be reviewed at the next meeting, and Bill Cooper is working on the proposed Apple Canyon Lake relay tower. She stated that the revenues for GIS are coming in on, or ahead of, budget.

Hasken reported that he attended a meeting in Mt. Carroll regarding the inclusion of Winnebago County in the Blackhawk Hills RC&D. A presentation was made on both sides and they asked for a show of hands of support for the idea, but an official vote was not taken. He stated that it appeared that most of the people were in support of the inclusion of Winnebago.

Merri Berlage reported that Dave Ylinen of the LRA has asked her if the County is close to hiring an Economic Development Coordinator. Sharon Pepin at MSA has offered her assistance if anything comes up before an EDC is hired. Berlage also spoke with Dave Dornbush of Blackhawk Hills RC&D regarding RFPs for a multi-county flyover. The counties involved had discussed the idea, but RFPs were not supposed to be sent out. She has also spoken to the Assistant States Attorney regarding the resolution regarding the CVB and it may not be available for the November 9th County Board meeting but he will try to have it for the November 16th meeting. He is amenable to the idea of having outside counsel review the proposed resolution.

The County Administrator reported that the budget, health insurance, and the salary survey were topics discussed at the last staff meeting. Staff had some concerns about the unfunded items, especially for the maintenance budgets. He stated that he will be sending the County Board members a feedback form to find out what they liked, didn't like, or think can be done better. Insurance changes were also discussed with department heads and a final meeting will be held with the ad hoc committee. The budget process is reasonably on schedule and all County Board members should have a draft budget in their possession. He is working to validate the job descriptions for the salary and wage survey and then will move forward with that project. The Public Works union has organized and the County is waiting for them to initiate the proposal process. Letters were sent some time ago to the applicants for the CVB position regarding the committee procedure. Letters were also sent to the consulting firms indicating the County does not need their services.

b) Review of certain position descriptions.

At the last meeting, the committee discussed the need to change a job description. Linda Delvaux from Building & Zoning indicated the same need as was discussed at this committee several years ago. At that time, this committee recommended addressing her needs at the time the salary survey was conducted again. The changes in Code Enforcement Officer and Zoning Administrator Officer job descriptions are very minimal. The Building & Zoning Secretary position has been considerably restructured and she feels that the position should be revised as well as moved to another salary grade level. Brown recommends that the committee approve the content change for this job description and the one discussed

at the last meeting and leave them at the current pay grade category, and make it a part of the salary survey to allow them to determine where these jobs should fall as a part of the salary and wage system. Delvaux did submit an unfunded request for an anticipated increase for her position.

Berlage made a motion to approve the revisions for the job descriptions of Code Enforcement Officer, Building & Zoning Officer, and Building & Zoning Secretary as presented. Hasken seconded. Hasken made a motion to amend the motion to reflect that no salary grade levels are being changed until the survey is completed. Sisler seconded the amendment and the amendment passed. The motion as amended was passed. Delvaux asked if the survey results in a change will the job descriptions need to go back through this committee. The consensus of the committee is that acceptance of the results of the survey will be the final approval. Sisler made a motion to accept the recommended changes to the County Administrator's Office Manager job description, leaving it at the current salary grade level of 6 until results are received from the salary and wage study. Carroll seconded and the motion passed.

4. Board Member Concerns

Vince Hasken made a comment that at his meeting he made a point to identify the makers and seconds of motions for the audio tape to assist in the making of minutes.

5. Citizens' Comments

Betsy Eaton requested some clarifications on job descriptions and she understood that approval would take place at the Development & Planning Committee and questioned why approval was given at this committee. She was directed that future requested revisions should be brought to this committee since it serves as the personnel committee. This committee will have a special meeting on November 16, 2004 at 6:30 p.m. to review a job description for the CVB that requires some substantial revision.

6. Executive Session

Sisler made a motion to enter into executive session. Carroll seconded and the motion passed.

Sisler made a motion to leave executive session. Hasken seconded and the motion passed.

There being no further business the meeting adjourned at 8:18 p.m. following a motion by Sisler and seconded by Carroll.