

## COMMITTEE REPORT

**COMMITTEE:** Executive  
**CHAIRPERSON:** Ron Mapes  
**DATE/TIME:** June 4, 2007. 7:00 p.m.

**PRESENT:**

Merri Berlage  
 Jody Carroll  
 Bill Cooper

Dane Jackson  
 Ron Mapes  
 Yerda Potter

Marv Schultz  
 Jack Zillig

**Other Board Members:**

**Others:** Dan Reimer, Marc McCoy, Peg Murphy, Todd Greer, Gregg Peterson

**MINUTES**

Ron Mapes called the meeting to order at 7:04 p.m.

1. Minutes Approval

Bill Cooper made a motion to approve the committee minutes of April 30, 2007.  
Merri Berlage seconded and the motion passed.

2. Citizens' Comments – none

3. New Business

- a) Presentation by Todd Greer of Illinois Counties Risk Management Trust (ICRMT). County Administrator Dan Reimer introduced the representatives from ICRMT, Todd Greer and Gregg Peterson. He also reported that training was conducted earlier in the afternoon on the workers comp reporting program. Gregg Peterson is the president of Insurance Program Managers Group (IPMG) which is the administrator for the ICRMT. Todd Greer is the marketing director for IPMG. Peterson reported that Jo Daviess County joined the program in 1997. The working relationship has been very good. They currently have about 210 members in the program, including 52 counties. The counties have control of the program and the board; the other municipalities are associate members and only able to purchase insurance services. Greer reported that the new online reporting system for workers comp claims is keeping costs down by rapid reporting and receiving better information. Illinois legislation has increased the forecasted cost of workers comp insurance because of higher benefits paid and tighter rules and fines for contesting claims. ICRMT has a retention rate of 95% of their clients. The ICRMT is a public entity pool and the assets go back to the entity; dividends are periodical and the entity has been profitable since 2002. The measure of the program is how well they have protected the members when needed, and the ability to provide a consistent product at a consistent price. The ICRMT has a fiduciary responsibility to be conservative and protect the members from additional assessments. Greer and Peterson reviewed some history of public entity insurers available. Greer discussed the reinsurers they use that contribute to the financial security of the group. He also discussed the other services provided, including claims management, risk management, and legal assistance. The committee discussed that they were unaware of all these services and how to better take advantage of them.

#### 4. Closed Session

- a) Cooper made a motion to enter into closed session at 7:44 p.m. for purposes of litigation section 2(c)11 and personnel section 2(c)1. Yerda Potter seconded and the motion passed.
- b) Dane Jackson made a motion to leave closed session at 8:00 p.m. Marv Schultz seconded and the motion passed.

The ICRMT board is going to have a meeting and golf outing in July at Eagle Ridge in conjunction with UCCI. Reimer also reported that the Finance Committee has discussed implementing a policy regarding certificates of insurance that has been reviewed by the insurance agent. Greer also discussed how to establish backup vendors in the event of a crisis. ICRMT definitely recommends that the County have a policy in place.

#### 5. New Business

- a) JDC policy on employee absences during a pandemic. Peg Murphy stated that no one in Illinois has developed a similar policy, so she drafted one for the County Board to consider. Cooper made a motion to forward this policy to the County Board for evaluation and approval. Jody Carroll seconded. Reimer asked if this policy would be added to the employee handbook; he recommends that action. The committee discussed various alternatives to the language. Potter amended the motion to establish the policy as a draft only. There was no second. The committee desires to review and consider this item further. Cooper withdrew his original motion. Schultz recommended that the policy not be included in the handbook and just be kept as a separate policy until the County Board is satisfied with the final language. The committee will discuss this again next month.
- b) Organizational chart. Reimer distributed an organizational chart that he has been updating in preparation for the budget process. The chart reflects the funded positions in the various departments, and identifies if they are part-time seasonal or part-time year round. Eventually, Reimer would like the chart to reflect full-time equivalents for the part-time positions. The committee discussed other appointments including those committees and boards that County Board members are appointed to as liaison.
- c) Inter-committee comments and discussions
  - i. Jackson reported that the Law & Courts Committee discussed purchasing a fire escape ladder for the State's Attorney's Office. The metal detector is on hold for now until it is decided where to place it. The committee discussed the evidence room and the Circuit Clerk has the funding for her storage area needed. Jane Addams is charging for counseling services now and presented a contract with no set fee; committee members will follow up. Terry Stoffregen is going to contact the communities again regarding the keg ordinance. A public intoxication ordinance will be presented. The courthouse hallway will be patched and painted. A resolution to participate in the federal surplus program will be presented. The committee approved the plywood decking for the roof, and discussed the metalwork for the windows and to what level they need repair or replacement. Certain portions of the project will be delayed until phase II in order to stay within budget.
  - ii. Potter reported that the Finance Committee did not have a quorum. The Board of Review is completed. The committee discussed the dates for the

- joint budget review meetings at the end of August and early September. The committee discussed the purchase order system, budget schedule, and prevailing wage ordinance.
- iii. Jody Carroll reported that the Public Works Committee reviewed a couple of road name changes, they are looking for a new weed commissioner, and the County Engineer reviewed the project schedule. Some correspondence will be sent to Scales Mound regarding Animal Control. Road signs were discussed.
  - iv. Cooper reported that the Information & Communications Technology Committee received no bids for printing of the county road maps; bid requests will be sent out again. The server upgrade project has been rescheduled to June 12 and 13. The committee will continue to see the monthly service log for IT calls. He also reported that the Juvenile Justice Council discussed having students attend an actual DUI trial. A meth conference will be held June 7-8 at River Ridge school. Carroll commented that the road maps used to be produced with the Highway Department and Berlage suggested working in cooperation with the Farm Bureau.
  - v. Berlage reported for the Legislative Committee that Sacia and Sieben have agreed to attend an upcoming meeting. Sacia has brought forward some legislation regarding the gambling boat license. She also reported that the Development & Planning Committee discussed the zoning ordinance revision that will be recommended by the Planning Commission, the zoning ordinance review; bids were approved for CVB staffing services, and printing the visitor guide. An update on Rentech was presented, and Enterprise Zone Rules and economic development contract addendum were recommended to the County Board. A special meeting was held with Experience Galena & Jo Daviess County regarding contracting for CVB services; the committee forwarded the issue to the County Board with no committee recommendation. The group would like to make a presentation at the County Board meeting. Berlage asked about the County's liability toward the employees and the committee discussed asking the insurance attorneys about the subject. The committee discussed the LTCB grant transferability. The committee discussed the information that will be included in the County Board packets. The committee discussed the changes that have been made as this process has continued.
  - vi. Marvin Schultz reported that he is working on scheduling a seminar on Roberts Rules with Nancy Sylvester. The cost is pretty high and was not included in this year's budget; Berlage suggested checking with the Extension office.
  - vii. Potter reported that the Social & Environmental Committee heard that Transit received a capital grant for vehicles, and they are pursuing additional funding. The County Clerk submitted a request that her office be considered for renovation by All-Systems. Schultz also stated that he is working to schedule a tour of the LRA and Transit will provide service for the County Board members to travel down there.

viii. Potter reported that a bill regarding timberland assessments is currently in the Illinois legislature.

6. Unfinished Business

- a) Future salary survey. An update was received from the Illinois Association of County Board Members regarding the status of their project.
- b) Employee education policy. Cooper reported that the committee meeting for May was changed to June 14 and they hope to complete their draft at that time.
- c) Public education. Schultz reported that it was discussed at the department head meeting asking for them to suggest some articles. The local newspapers are receptive to the idea. He expects more feedback next month. Reimer reported that he and Donna Berlage met with Jay Dickerson and Amy Alderman from the Gazette regarding communication.

7. Citizens' Comments – none

8. Board Member Concerns

Berlage asked about the status of the codification. Reimer stated that he has spoken with the County Clerk and tried to schedule a meeting with the State's Attorney. Berlage also said there were some articles in the Freeport paper about drug testing and asked if Jo Daviess County is conducting testing and if the testing is a waste of money. She also shared some comments regarding department head meetings.

Carroll reported that he was questioned why the Highway Department stops plowing the snow at night and the committee discussed communication and cooperation between departments.

9. Closed Session

- a) Berlage made a motion to enter into closed session at 9:50 p.m. for purposes of personnel section 2(c)1, collective bargaining section 2(c)2, litigation section 2(c)11, and purchase/lease property section 2(c)5. Potter seconded and the motion passed.
- b) Jody Carroll made a motion to leave closed session at 10:20 p.m. Cooper seconded and the motion passed.

Meeting adjourned at 10:21 p.m. following a motion by Cooper and seconded by Jackson.