

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Brandon Behlke, Chairman
DATE/TIME: January 3, 2019 @ 7:00 pm
PRESENT:

<input checked="" type="checkbox"/> Brandon Behlke	<input type="checkbox"/> Bill Bingham	<input checked="" type="checkbox"/> LaDon Trost
<input checked="" type="checkbox"/> Scott Toot	<input checked="" type="checkbox"/> Don Hill	<input checked="" type="checkbox"/> Don Zillig
<input checked="" type="checkbox"/> Steve Allendorf	<input checked="" type="checkbox"/> John Lang	

A quorum was established.

Other Board Members: None

Others: Hal Gilpin, John Hay, Angie Kaiser, Craig Ketelsen, Joe Kratcha, Rose Noble, Dan Reimer and Sheriff Turner

1. Minutes Approval

- a) Minutes of the November 5, 2018 Executive Committee meeting – **Steve Allendorf made a motion to approve the November 5, 2018 Executive Committee meeting minutes as presented. Seconded by Don Zillig and motion carried.**

2. Citizens' Comments – None.

3. Unfinished Business

- a) FY2017/FY2018 Strategic Goals and Plans/Board Retreat Committee Assignments – Nothing new to report at this time.
- b) Update on the Bautsch Gray and Marsden Mine Sites on Blackjack Road – Nothing new to report at this time.
- c) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report.
- d) Update on National Incident Management System (NIMS) Training – EMA Coordinator, Chuck Pedersen, reported that Jo Daviess County received accreditation from IEMA for two more years. Pedersen discussed requirements for National Incident Management System (NIMS) training. All elected and appointed county officials should take NIMS training. The Ogle County Emergency Manager is willing to schedule a NIMS training class in Jo Daviess County which would meet all of the requirements. The class would take between three and four hours to complete versus eight hours if taken online. Pedersen would like to schedule NIMS training for late February or early March.
- e) Update on the Jo Daviess County Employee Handbook – County Administrator, Dan Reimer reported that the updated Jo Daviess County Employee Handbook, which was adopted by the County Board, was distributed to county employees by the County Clerk's office. The three new or updated policies referenced in the handbook are available in electronic format on the Jo Daviess County website.

4. New Business

- a) Discussion and possible action on establishing meeting dates and start time for FY2019 Executive Committee meetings – John Lang asked if there was any reason why the Executive Committee meeting needed to be held at 7:00 p.m. Brandon Behlke added that Executive meetings used to be held on the first Monday of the month but was changed to first Tuesday a couple of years ago. Dan Reimer commented that he would not recommend changing the meeting night to Wednesday because it would not give the Administration office enough time to get everything ready for the County Board agenda and the meeting which is held on

Tuesday of the following week. **John Lang made a motion to establish Executive Committee meeting dates as presented for Fiscal Year 2019 with a start time of 6:30 p.m. Seconded by Don Zillig and motion carried.**

- b) Discussion and possible action regarding a resolution to participate in the service program of the Office of the State's Attorneys Appellate Prosecutor for Fiscal Year 2019 in the amount of \$7,000.00 – State's Attorney, John Hay explained the Appellate Prosecutor Program and the services that are provided to the County. The cost of the program is \$7,000 per year. **Steve Allendorf made a motion to participate in the service program of the Office of State's Attorney Appellate Prosecutor for Fiscal Year 2019 in the amount of \$7,000.00. Seconded by LaDon Trost and motion carried.**
- c) Discussion and possible action on an agreement with WEX to participate in the State of Illinois Fuel Card Program – Chief Deputy, Craig Ketelsen discussed that the Sheriff's Office has decided not to participate this year in a fuel purchasing program with County Highway. They have looked at various options and would like to participate in the State of Illinois fuel card program. The company contracted with the State is WEX. WEX is a company that the fuel providers go through to give government agencies fleet management. WEX has the state bid through 2021. The County Purchasing Ordinance allows departments to participate in joint or state purchasing agreements without going out to bid. Ketelsen discussed the program; all of the Sheriff vehicles will be assigned a gas card. Each employee will be assigned a pin number. Whichever vehicle they are in will have a fuel card that can be used at any participating gas station. When using the fuel card, tax is automatically taken off. We will be invoiced every month. We won't be paying fuel transport fees and we will receive a 1.5% rebate on all purchases. Dan Reimer reported that some departments have signed up to participate in the FS Fuel Card program. **Steve Allendorf made a motion to approve a Jo Daviess County agreement with WEX to participate in the State of Illinois Fuel Card Program. Seconded by John Lang and motion carried.**
- d) Discussion and possible action on Jo Daviess County Social Media – Steve Allendorf had asked that this item be on the agenda. Initially he felt that the County needed to have a presence on social media. The more he has looked into this and the more feedback he has received he is not so sure. One of the main hurdles will be in finding someone to maintain it. Don Zillig feels this may be a good idea. We will leave this item on the agenda for possible discussion at a future meeting.
- e) Discussion and possible action on a resolution to change the location for the Rush I, Stockton I, and Stockton II precinct polling places – County Clerk, Angie Kaiser discussed that she has sent letters to the Township supervisors of Rush and Stockton Township regarding the proposed change of location for their respective polling places. Stockton I and Stockton II are both at the Stockton Park House right now. It is a great facility, but it is small. She has had requests from election judges and residents from Stockton asking to move the polling place to a larger facility. This last election was a struggle to find people willing to serve as election judges at Rush Township polling place. Kaiser would like to have five election judges at each polling place but was only able to find three for the Rush Township polling place. **Scott Toot made a motion to approve and move forward to the February County Board meeting a resolution to change the Rush I, Stockton I, and Stockton II precinct polling places. Seconded by Don Zillig and motion carried.**
- f) Discussion and possible action to initiate the process for annual review of the Destination Marketing Management Agreement – Brandon Behlke discussed that per terms of the Destination Marketing Management Agreement representatives of the parties to the contract shall meet to review the agreement on an annual basis. The process of the annual agreement review shall be completed every year. The next date for the annual review would be prior to June 30, 2019. The three board members that were initially appointed to the DMO committee

are no longer on the County Board. Scott Toot will appoint three members to the Jo Daviess County DMO Committee.

- g) Discussion and possible action on a Resolution to Approve the Reclassification of the Records Clerk Position and the Jail Cook Position, to Amend the Jo Daviess County Pay Grade Structure Schedule, and Approve Updated Position Descriptions– **Steve Allendorf made a motion to approve a Resolution to Approve the Reclassification of the Records Clerk Position and the Jail Cook Position, to amend the Jo Daviess County Pay Grade Structure Schedule, and Approve Updated Position Descriptions effective February 1, 2019. Seconded by Scott Toot and motion carried.**
- h) Discussion and possible action on a Resolution to Approve the Classification of the Information Technology Technician Position, to Amend the Jo Daviess County Pay Grade Structure Schedule, and Approve a New Position Description – Dan Reimer reported that the request to classify the proposed Information Technology Technician position was reviewed by the Personnel Review committee prior to being sent to Carlson Dettmann Consulting for review and classification. **John Lang made a motion to approve a Resolution to Approve the Classification of the Information Technology Technician Position, to Amend the Jo Daviess County Pay Grade Structure Schedule, and Approve a New Position Description. Seconded by Scott Toot and motion carried. Nay votes were recorded for Allendorf and Zillig.**

Scott Toot made a motion to enter into closed session at 7:58 p.m. for the purpose of Personnel Section 2(c)1 “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.” Topics of discussion: Records Clerk, Jail Cook, Information Technology Technician. Seconded by Steve Allendorf and motion carried. At 8:31 p.m. Scott Toot made a motion to reconvene to open session. Seconded by John Lang and motion carried. A voice vote followed resulting in all ayes.

5. Closed Session

1. Personnel section 2(c)1
"The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." Topics of discussion: Records Clerk, Jail Cook, Information Technology Technician.
2. Collective bargaining section 2(c)2
"Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees."
3. Litigation section 2(c)11
"Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting."
4. Purchase/lease property section 2(c)5
"The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired." Section 2.06."

6. Possible action as a result of closed session – see 4. New Business item g) and h) above.

7. Staff Reports

- a) County Clerk/Recorder: Angela Kaiser had nothing more to report at this time.
- b) County Administrator Dan Reimer reported that the FY2018 audit process has started. A pre-audit meeting with the auditors was held on December 6th. The field portion of the audit will begin on February 19th. We plan to have the audit ready for review by the Finance, Tax & Budgets Committee on April 25th. Reimer reviewed several reports including, Transfer Declarations, Revenue Stamps/Real Estate Sales, Sales Tax Receipts and State Shared Revenues with the committee.

8. Summary of Committee Activities – Don Zillig reported that at the next Legislative Committee meeting they hope to have Representative Chesney attend. Brandon Behlke commented that the Galena Rotary Roundtable is January 9th at Eagle Ridge Resort. The cost is \$40 in advance, \$50 at the door.

9. Citizens Comments – None.

10. Board Member Concerns – None.

The meeting adjourned at 8:51 p.m. following a motion made by Don Zillig. Seconded by Don Hill and motion carried.

The next meeting of the Executive Committee is scheduled for Tuesday, February 5, 2019 at 7:00 p.m.