

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Steve Allendorf, Chairperson
DATE/TIME: January 7, 2020 @ 6:31 pm
PRESENT:

<input checked="" type="checkbox"/> Diane Gallagher	<input type="checkbox"/> Bill Bingham	<input checked="" type="checkbox"/> LaDon Trost
<input checked="" type="checkbox"/> Scott Toot	(Arrived at 6:34 pm)	<input type="checkbox"/> Lucas Bourquin
<input checked="" type="checkbox"/> Steve Allendorf	<input checked="" type="checkbox"/> Don Hill	<input checked="" type="checkbox"/> John Schultz
	<input checked="" type="checkbox"/> John Lang	

A quorum was established.

Other Board Members: None.

Others: Dan Reimer, Angela Kaiser, and River Ridge Students Jecca Sample and Abby Richmond

1. Minutes Approval

- a) Minutes of the December 3, 2019 Executive Committee meeting – **John Lang made a motion to approve the December 3, 2019 Executive Committee meeting minutes as presented. Seconded by John Schultz and motion carried.**

2. Citizens' Comments – None.

3. Unfinished Business

- a) FY2019/FY2020 Strategic Goals and Plans – Steve Allendorf reminded members of the goal to examine County Board redistricting and reducing size. He would like the committee to review the study from 2011-2012.
- b) Update on the Bautsch Gray and Marsden Mine Sites on Blackjack Road – Nothing to report at this time.
- c) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report.
- d) Update of Jo Daviess County Special Service Area Commissions – Nothing to report at this time.
- e) Update on the Cannabis Regulation and Tax Act – The trailer bill to the CRTA was signed on December 4, 2019. ICRMT is recommending an amendment to Cannabis, Drug, and Alcohol policies to include a paragraph acknowledging this fact. It was decided to include this amendment to the policy for discussion and possible action on the February Executive Committee meeting agenda.
- f) Update on the Galena Preservation Action Organization – Nothing to report at this time.

4. New Business

- a) Discussion and possible action on a recommendation to designate Medical Associates Clinic, Galena, Illinois, as the County's designated facility for workplace injuries (Recommended by the Safety Committee, meeting of November 21, 2019 meeting)– County Clerk Angela Kaiser reported from the Safety Committee meeting the reasoning behind their recommendation. Although by law, an injured employee may choose any medical facility to seek treatment after a workplace injury, Mark Bell from ICRMT believes it's a good idea to officially designate a facility, so supervisors can convey that information to an employee. **LaDon Trost made a motion to move forward to the County Board a recommendation to designate Medical**

Associates Clinic, Galena, Illinois as the County's designated facility for workplace injuries. Seconded by John Schultz and motion carried.

- b) Discussion and possible action to award a professional service contract to _____ to provide actuarial valuation services associated with GASB 75 at a cost of _____ for FY2020 – County Administrator Dan Reimer reported three bids were received in response to the County's RFP for actuarial valuation services associated with GASB 75. He distributed the tally sheets, listing the bids which included the FY2019 Full Valuation cost and the FY2020 Roll Forward Cost. The low bidder was Lauterbach & Amen, LLP at \$3,800 for the FY2019 Full Valuation and \$1,200 for the FY2020 Roll Forward. The County can only enter into contracts for one year at a time, so this recommendation will be for the FY2019 Full Valuation. References were contacted and the firm was highly praised in all areas. **Diane Gallagher made a motion to move forward to the County Board a recommendation to award a professional service contract to Lauterbach & Amen, LLP to provide actuarial valuation services associated with GASB 75 at a cost of \$3,800 for FY2019. Seconded by Bill Bingham and motion carried.**
- c) Discussion and possible action on an application form for appointment to a Jo Daviess County appointed Board, Commission, or Committee– In response to recent appointments to various boards and committees, there had been previous discussion regarding the qualifications and skills of new appointees and what the County Board could do to have this information before making their decision on an appointment. Dan Reimer presented a draft application form that could be used by potential appointees. This form would be available on the website. **Scott Toot made a motion to move forward to the County a recommendation to approve the application for appointment to a Jo Daviess County appointed Board, Commission, or Committee as presented. Seconded by LaDon Trost and motion carried.**
- d) Discussion and possible action on a Resolution to Correct an Accounting Error Affecting the Sheriff's DUI Fund (019) and Sheriff's Vehicle Fund (038)– Dan Reimer presented the draft resolution and explained why it was needed. Previous line item transfers and correcting resolutions that had been requested by the Sheriff's department and been approved at the November and December County Board meetings were found to have created additional budget issues and this resolution rescinds previous transfers and initiates account corrections. With the approval of this resolution, the Sheriff's Vehicle Fund (038) will be over budget by \$3,509.64 for FY2019. **John Lang made a motion to move forward to the County Board a recommendation to approve a Resolution to Correct an Accounting Error Affecting the Sheriff's DUI Fund (019) and Sheriff's Vehicle Fund (038). Seconded by John Schultz and motion carried.**
- e) Discussion and possible action on County Board member participation in the 2020 UCCI Leadership Academy– There are two County Board members that are interested in participating in the Leadership Academy and while UCCI will pay for meals, materials, and lodging, the mileage to and from the five classes would be the responsibility of the individual. The discussion was whether or not to reimburse the members for their mileage from the General Fund, as this additional expense was not budgeted for in FY2020. Because their attendance is not at the direction of the County Board Chairperson, they would not be eligible for County Board per diem. **Scott Toot made a motion to move forward to the County Board a recommendation to approve participation for Diane Gallagher and Hendrica Regez in the 2020 UCCI Leadership Academy and mileage reimbursement for one vehicle. Seconded by John Schultz and motion carried.**

5. Staff Reports

- a) County Administrator: Dan Reimer distributed the current County Board Per Diem/Mileage policy and reported on the timing of per diem requests and how it affects the budget. If a board member does not submit their request in time for payment in the first two weeks of December, so it can be accrued to the prior fiscal year, it can cause issues in the new fiscal year. At the end of FY2019, there remained only \$280 in the per diem line item. This was due to a past member submitting a very substantial request for FY2018 meetings too late to be accrued to the proper year. This caused the FY2019 line item to be reduced early in the first quarter. Scott Toot would like to add language to the County Board Per Diem/Mileage policy that requires members to have their requests filed early enough to be accrued to the proper year. This will be on the February Executive Committee agenda for discussion and possible action. The updated FY2019 financial reports were distributed and discussed. Although the FY2019 budget started with a \$3,521,283 deficit, the current totals show a \$1,245,701.97 surplus that he believes will be a bit higher when the books are officially closed. The FY2019 highly compensated employee listing was distributed, as well as the 2019 calendar year actual compensation package totals for all employees. Lastly, a board member had inquired at a prior meeting whether it was necessary to read every single line item transfer into the minutes each month. Dan did some research and because a line item transfer is a budget amendment, these should be read individually, however the accompanying explanation found in parenthesis does not. After discussion, it was suggested that the explanations in parenthesis continue to be printed on the agenda for the board members information only, but they do not need to be read aloud in the board meeting as part of the motion, as they are not included in the official minutes, anyway.

6. Summary of Committee Activities

- a) Legislative: John Lang reported that Representative Chesney is supportive of the 1% service tax and once the bill is passed, the question will be need to be put on the ballot for the voters to decide whether to implement.
- b) EMS Sustainability: Bill Bingham reported the committee has concluded their work and will be presenting their results soon.
- c) 2020 Census: Diane Gallagher reported they have met and continue to work toward completing a successful census for Jo Daviess County.

7. Citizens Comments – None.

8. Board Member Concerns – None.

The meeting adjourned at 7:50 p.m. following a motion made by John Schultz. Seconded by Bill Bingham and motion carried.

The next meeting of the Executive Committee is scheduled for Tuesday, February 4, 2020 at 6:30 p.m.