

## COMMITTEE REPORT

**COMMITTEE:** Executive Committee  
**CHAIRPERSON:** Brandon Behlke, Chairman  
**DATE/TIME:** February 13, 2019 @ 5:30 pm  
**PRESENT:**

Brandon Behlke  
 Scott Toot  
 Steve Allendorf

Bill Bingham  
 Don Hill  
 John Lang

LaDon Trost  
 Don Zillig

A quorum was established.

Other Board Members: None

Others: Angela Kaiser, Joe Kratcha, Melisa Hammer, Dan Reimer and Kevin Turner

### 1. Minutes Approval

- a) Minutes of the January 3, 2019 Executive Committee meeting – **John Lang made a motion to approve the January 3, 2019 Executive Committee meeting minutes as presented. Seconded by Scott Toot 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 – **Scott Toot made a motion to schedule the NIMS Training for March 6, 2019 at 2:00 p.m. in the Jo Daviess County Board Room. Seconded by Bill Bingham and motion carried.**
- e) Jo Daviess County Social Media – Nothing new to report at this time.

### 4. New Business

- a) Discussion and possible action on a recommendation to approve a Resolution Relating to the Participation by Elected Officials in the Illinois Municipal Retirement Fund (required by IMRF every two years) – **Steve Allendorf made a motion to approve a Resolution Relating to the Participation by Elected Officials in the Illinois Municipal Retirement Fund. Seconded by John Lang and motion carried.**
- b) Discussion and possible action on a recommendation to approve a Resolution to Appoint an Illinois Municipal Retirement Fund Authorized Agent – Angela Kaiser explained that this action would transfer duties and responsibilities of the IMRF Authorized Agent from herself to Chief Deputy County Clerk Shannon Diehl. Shannon has successfully completed her six month probationary period and this is part of her job description. **Scott Toot made a motion to approve a Resolution to Appoint an Illinois Municipal Retirement Fund Authorized Agent. Seconded by Steve Allendorf and motion carried.**
- c) Discussion and possible action on A Resolution to Amend Resolution R2016-17 A Part Time Work Force Pool that includes Non-Represented/Non-Elected Employees (Recommended by the Personnel Review Committee, meeting of January 10, 2019) – Dan Reimer explained the

origin of this resolution was born of discussion on whether or not these people should be included in the JDC compensation schedule. The Personnel Review Committee decided it would be best to leave things as they are, but recommended graduated pay increases. John Lang commented that if SB 1 passes and changes minimum wage, we will have to look at this again. **John Lang made a motion to approve A Resolution to Amend Resolution R2016-17 A Part Time Work Force Pool that includes Non-Represented/Non-Elected Employees. Seconded by Don Hill and motion carried.**

- d) Discussion and possible action to approve a Professional Service Agreement between Jo Daviess County and Carlson Dettmann Consulting, a company owned by Cottingham & Butler Insurance, Inc. (Recommended by the Personnel Review Committee, meeting of January 10, 2019) – Dan Reimer explained that the new agreement was necessary because Carlson Dettmann had become part of Cottingham & Butler Insurance, therefore required a new signed agreement. The fees are not changing from the current contract. **John Lang made a motion to approve a Professional Service Agreement between Jo Daviess County and Carlson Dettmann Consulting, a company owned by Cottingham & Butler Insurance, Inc. Seconded by LaDon Trost and motion carried.**
- e) Discussion and possible action to amend the Jo Daviess County Performance Management/Performance Evaluations/ Employee Merit Pay Policy (Recommended by the Personnel Review Committee, meeting of January 10, 2019) – Dan Reimer explained the purpose behind this amended policy is to change the date of the annual pay increase for non-elected/non-represented employees from February 1<sup>st</sup> to December 1<sup>st</sup> of each year. The reasoning behind this is because increases in deduction premiums go into effect on December 1<sup>st</sup>, so it makes sense to have the annual increase go into effect at the same time. John Lang asked if this would affect the budget and Dan Reimer replied that it would not. **Scott Toot made a motion to amend the Jo Daviess County Performance Management/ Performance Evaluations/ Employee Merit Pay Policy. Seconded by Don Hill and motion carried.**
- f) Discussion and possible action to amend the Jo Daviess County New Position Classification/Reclassification Review Policy. (Recommended by the Personnel Review Committee, meeting of January 10, 2019) – **John Lang made a motion to amend the Jo Daviess County New Position Classification/Reclassification Review Policy. Seconded by Scott Toot and motion carried.**
- g) Discussion and possible action on a date, time, location and facilitator for the 2019 Jo Daviess County Board Planning Retreat – Brandon Behlke reported that he has arranged with Alan Wenzel to once again serve as the facilitator for this year’s retreat. The time that works the best would be Wednesday, May 15, 2019 at 5:30 p.m. to be held once again at the Elizabeth Community Building. It will be a potluck, so refreshments will start at 5:00 p.m. **Scott Toot made a motion to set the 2019 Jo Daviess County Board Retreat for Wednesday, May 15, 2019 at 5:30 p.m. at the Elizabeth Community Building. Seconded by Bill Bingham and motion carried.**
- h) Discussion and possible action on a Resolution to Approve the Reclassification of the Chief Deputy County Clerk Position, to Amend the Jo Daviess County Pay Grade Structure Schedule, and Approve the Updated Position Description – **John Lang made a motion to move forward a Resolution to Approve the Reclassification of the Chief Deputy County Clerk Position, to Amend the Jo Daviess County Pay Grade Structure Schedule, and Approve the Updated Position Description. Seconded by Scott Toot and motion carried.**
- i) Discussion and possible action to enter into an intergovernmental agreement with other Counties in the Blackhawk Hills Regional Council to share expenses to retain a lobbyist to assist member Counties with representation of capital projects for inclusion in the State of Illinois Capital Bill – Scott Toot reported that he was contacted about pooling resources to retain the services of a lobbyist. The amount would be approximately

\$15,000 per county and there are six counties total in the council. Scott asked to postpone this item until they have more information.

**Scott Toot made a motion to enter into closed session at 6:09 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: Review exceptional ratings per Jo Daviess County Merit Pay Policy, Chief Deputy County Clerk, the former IT Systems Administrator, and 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.” Topic of discussion: Lease of property, Galena, IL. Seconded by LaDon Trost and motion carried. At 7:10 p.m. Scott Toot made a motion to reconvene to open session. Seconded by Steve Allendorf and motion carried. A roll call vote followed resulting in all ayes from Steven Allendorf, Brandon Behlke, Bill Bingham, Don Hill, John Lang, Scott Toot, and LaDon Trost.**

**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: review exceptional ratings per Jo Daviess County Merit Pay Policy, Chief Deputy County Clerk, former IT Systems Administrator
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.” Topic of discussion: Lease of property, Galena, IL

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

**7. Staff Reports**

- a) County Clerk/Recorder: Angela Kaiser had nothing more to report at this time.
- b) County Administrator: Dan Reimer had nothing more to report at this time

**8. Summary of Committee Activities – None.**

**9. Citizens Comments – None.**

**10. Board Member Concerns** – Steve Allendorf is concerned that board members are not getting enough advance notice of sub-committee meetings and asked if that could be addressed.

The meeting adjourned at 7:12 p.m. following a motion made by Scott Toot. Seconded by Bill Bingham and motion carried.

The next meeting of the Executive Committee is scheduled for Tuesday, March 5, 2019 at 6:30 p.m.