

# COMMITTEE REPORT

**COMMITTEE:** Executive Committee  
**CHAIRPERSON:** Brandon Behlke, Chairman  
**DATE/TIME:** March 5, 2019 @ 6:30 pm  
**PRESENT:**

<input checked="" type="checkbox"/> Brandon Behlke	<input checked="" type="checkbox"/> Bill Bingham	<input checked="" type="checkbox"/> LaDon Trost
<input checked="" type="checkbox"/> Scott Toot	<input checked="" type="checkbox"/> Don Hill	<input 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: Melisa Hammer, John Hay and Dan Reimer

## 1. Minutes Approval

- a) Minutes of the February 13, 2019 Executive Committee meeting – **Bill Bingham made a motion to approve the February 13, 2019 Executive Committee meeting minutes as presented. Seconded by Steve Allendorf 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. Brandon Behlke reported that the 2019 County Board Retreat will be held on May 15<sup>th</sup> at the Elizabeth Community Building.
- 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) Jo Daviess County Social Media – Nothing new to report at this time.
- e) Update on National Incident Management System (NIMS) Training – Behlke reported that NIMS Training is scheduled for tomorrow, March 6, 2019 at 2:00 p.m. in the Jo Daviess County Board Room.

## 4. New Business

- a) Discussion and possible action to amend the Jo Daviess County Performance Management Performance Evaluations/Employee Merit Pay Policy (Personnel Review Committee will be holding a meeting on March 4, 2019 at 9:00 a.m. for a possible recommendation)– Dan Reimer discussed that on March 4<sup>th</sup> the Personnel Review Committee reviewed the JDC Performance Management/Performance Evaluations/Employee Merit Pay Policy P2019-2 and recommended that the policy be amended. During this year's employee performance evaluation process three County departments had employees who were hired or promoted after August 1, 2018 and per policy are not eligible for a pay increase until December 1, 2019. The policy currently states that new hire employees or former employees who have been rehired or employees promoted/voluntarily demoted to a new pay grade level shall be eligible for a step increase or merit pay increase provided they have: 1) successfully completed their trial or probationary period and certified to regular employment status (normal probationary period is six (6) months from the employee's date of hire, rehire or promotion) and 2) a hire date or promotion/voluntary demotion date between December 1 and May 31 of the year prior to the year of the effective date of the pay increase. An employee promoted the first week of September currently does not qualify for a pay increase until the

following December. The Personnel Review Committee recommended the following amendment: 3) if hire date, promotion date or voluntary demotion date is between June 1 and November 30, employee shall be eligible for a step or merit pay increase if and when the employee successfully completes their trial or probationary period, effective date of pay increase shall be the day the employee successfully completes the trial or probationary period, but not sooner than six (6) months from the employee's hire date, promotion date, or voluntary demotion date. **Steve Allendorf made a motion to amend the Jo Daviess County Performance Management Performance Evaluations/Employee Merit Pay Policy. Seconded by Bill Bingham and motion carried.**

- b) 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 at the February 28<sup>th</sup> County Board Chairs meeting in Mt. Carroll the idea of hiring a lobbyist for the purpose of promoting capital projects in the Blackhawk Hills region for the upcoming Capital Bill was discussed. Sanford Stein gave a presentation on the services that his firm could provide. Counties in the Blackhawk Hills region include Carroll, Jo Daviess, Lee, Ogle, Stephenson, and Whiteside. The proposed contract would be for six months and a total of \$90,000 to be split between the counties. So far none of the Counties had committed and an actual contract or intergovernmental agreement was not yet available. **Steve Allendorf made a motion to move forward to the County Board for further 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. Seconded by John Lang and motion carried.**

- c) Discussion and possible action on the creation of Special Service Area committees –States Attorney John Hay reviewed a memo to the Executive Committee which included excerpts from the Special Service Area statutes. The memo included definitions for services contract, service provider agency and special service area commission. 35 ILCS 200/27-15 Governing body. The corporate authorities of the municipality or county shall be the governing body of the special service area. Hay also reviewed 35 ILCS 200/27-100 Special service area commissions. Hay discussed the statutes set up the framework for the County Board to create a special service area commission for the special service areas. Hay recommended this commission in essence becomes a committee of the County Board and have 5 board members. The committee shall then recommend a service provider agency for each area to the County Board that the County will sign an annual services contract with. These contracts can require such things as the service provider agency must have a full-time licensed paramedic and compliance with the Open Meetings Act. The committee can also make budget recommendations to the County Board each year for the special service areas based upon requests the service provider agency made to them during the budget process. Hay feels this is the best approach for a couple of reasons. First, this will comply with the stator framework. Second, this will provide more control to the County. Third, it will allow the county to sign a contract with a different service provider if the current one is not fulfilling the obligations under the contract. Hay recommended to the County Board that no funds be provided to the Hanover Ambulance Board. The County should instead sign a contract with agencies, such as the Elizabeth and/or Galena ambulance boards, to provide ambulance services to that Special Service Area. Scott Toot discussed that he attended the Hanover Ambulance Board meeting. The Hanover Ambulance Board thought that if they dissolved as an ambulance board that would dissolve the Special Service Area, too. Toot informed them that the Special Service Area was created by the County Board and that would continue even if the Hanover Ambulance decided to dissolve. Hay added that there have been questions as to what happens to the Hanover Ambulance property if they do dissolve. That will be their

choice. It is not County property. Typically when a 501(c)3 dissolves they donate whatever property they have to some charity or 501(c)3 but that will be their decision. It is not County property and we will not be involved in that at all. **Scott Toot made a motion to create Special Service Area Commissions for each Special Service Area to manage a particular Special Service Area. Seconded by Steve Allendorf and motion carried.**

**Scott Toot made a motion to enter into closed session at 7:26 p.m. for the purpose of 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 Bill Bingham and motion carried. At 8:10 p.m. Bill Bingham made a motion to reconvene to open session. Seconded by John Lang 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."*
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 – None.

#### 7. Staff Reports

- a) County Clerk/Recorder – No report.
- b) County Administrator - Dan Reimer, County Administrator, discussed that issues have arisen with collecting hotel/motel tax from Airbnb and other online travel agencies. Melisa Hammer and Eric Tison will be working on a press release to educate the public and guest accommodations properties. Reimer reported that the field portion of the FY2018 audit has been completed. We have received a draft of the financial report. There is a possibility the audit will be ready to present to the Finance, Tax & Budgets Committee in March. Reimer updated the committee on the 708 Mental Health Board contracts for 2019. John Hay and Trina Orr have been assisting Mental Health with the preparation of the contracts which will now be reimbursement contracts. Reimer also commented on the financial position of the County at year end. Sheriff Turner added that the sergeant's contract has been approved, signed and sent back to him. This will be going to County Board under closed session.

**8. Summary of Committee Activities** – Melisa Hammer commented that she feels it is very important to get this educational information out before the tourism season starts. John Lang, Legislative Committee, commented that we have two bills that are in the Illinois General Assembly and they got at least a committee assignment. One is the prevailing wage and the other is the 1% service tax. If anyone wants to learn how to file a witness slip, Lang will be more than happy to show you how to do this. The more support the better chance we have of getting these passed. Scott Toot commented that we are going to have a meeting of the Ad-Hoc DMO Committee. Toot has talked to Rose Noble, GGMI, about legislation regarding a 1% service tax. She has some concerns about it. John Lang added that the state association filed a witness slip against it. Brandon Behlke, Development & Planning Committee, reported that the Annual Meeting for NWILED is on March 14<sup>th</sup> at Eagle Ridge. The keynote speaker is Todd Colin who was one of their initial supporters.

**9. Citizens Comments** – None.

**10. Board Member Concerns** – None.

The meeting adjourned at 8:28 p.m. following a motion made by John Lang. Seconded by Don Hill and motion carried.

The next meeting of the Executive Committee is scheduled for Tuesday, April 2, 2019 at 6:30 p.m.