

## COMMITTEE REPORT

**COMMITTEE:** Executive Committee Special Meeting  
**CHAIRPERSON:** Steve Allendorf, Chairperson  
**DATE/TIME:** August 4, 2020 @ 6:30 pm  
**PRESENT:**

Diane Gallagher  
 Scott Toot  
 Steve Allendorf

Bill Bingham  
 Don Hill  
 John Lang

LaDon Trost  
 Lucas Bourquin  
 John Schultz

A quorum was established.

Other Board Members: Robert O'Connor.

Others: Dan Reimer, John Hay, and Angela Kaiser.

### 1. Minutes Approval

- a) Minutes of the July 7, 2020 Executive Committee meeting – **John Schultz made a motion to approve the July 7, 2020 Executive Committee meeting minutes as presented. Seconded by John Lang and the motion carried by roll call vote. Ayes – Steve Allendorf, Bill Bingham, Lucas Bourquin, Diane Gallagher, Don Hill, John Lang, John Schultz, and Scott Toot. Ayes: 8. Nays: 0. Absent – LaDon Trost. Absent: 1.**

### 2. Citizens' Comments – None.

### 3. Unfinished Business

- a) FY2019/FY2020 Strategic Goals and Plans – Strategic goals and plans were reviewed. The next quarterly review will be November 3, 2020.
- 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 – Steve Allendorf reported the areas are making their funding requests. He also informed the committee that the public hearing for the proposed SSA #7 will be held on Friday, August 28, 2020 at 6 p.m.
- e) Update on the Galena Preservation Action Organization – Nothing to report at this time.
- f) Update Discussion and possible action to amend R2019-55, a Resolution to Consolidate Election Polling Locations – Kimball Willis, Derinda Township Road Commissioner and Diane Haring, Derinda Township Supervisor addressed the board with their request to have R2019-55 amended to include a section that provides Derinda Township with the ability to have their town hall considered for a polling location if they are able to meet ADA accessibility requirements. R2019-55 includes a section with language that states Berreman Township would be considered as a polling location if they are able to meet ADA accessibility requirements and Derinda Township would like similar language included in an amended resolution. They state they would not have the work done in time for an accessibility survey to be completed and acted upon before the November 3, 2020 election, but hope to have it completed sometime in the future. Robert O'Connor, County Board District #15 spoke to the committee regarding his recollection of the discussion held on the matter in December 2019. He feels strongly the resolution should be amended to include language that includes a consideration for Derinda Township. They understand that all polling locations are determined by the County Board, but if they can meet ADA standards, they hope the board will consider funding a move back to the Derinda Town Hall. **Steve Allendorf made a motion to move**

forward to the County Board a recommendation to amend R2019-55, a Resolution to Consolidate Election Polling Locations to include a section four that is identical to section three with Derinda Township in place of Berreman Township. Seconded by John Schultz and the motion carried by roll call vote. Ayes – Steve Allendorf, Bill Bingham, Lucas Bourquin, Diane Gallagher, Don Hill, John Lang, John Schultz, and Scott Toot. Ayes: 8. Nays: 0. Absent – LaDon Trost. Absent: 1.

#### 4. New Business

- a) Discussion and possible action on a recommendation to make the PCOM position a full time position (Recommended by the Personnel Review Committee, meeting of July 30, 2020) – The committee had a lengthy discussion regarding whether or not this was necessary. The mandated PCOM position was created by the Illinois Department of Transportation as a requirement for grant funding. In 2013, it was a part-time position and in 2018, it was merged with the newly created Grant Administrator position. The intention was the PCOM duties were to make up 50% of the merged position. As oversight and reporting duties have increased, it has become too much for one position. The PCOM is responsible for overseeing the operation of the Jo Daviess County Transit and monitoring expenditures that are eligible for 5311 and DOAP grant reimbursements. Failing to do so jeopardizes the County’s grant awards to fund the Jo Daviess County Transit. Although the committee is hesitant to create another full time position, County Administrator Dan Reimer explained this position is reimbursed by the grant at about 90%. The recommendation is to make this position non-exempt, working 1820 hours per year. **John Lang made a motion to move forward to the County Board a recommendation to make the PCOM position a full time position Seconded by Don Hill and the motion carried by roll call vote. Ayes –Lucas Bourquin, Diane Gallagher, Don Hill, John Lang, John Schultz, and Scott Toot. Ayes: 6. Nays - Steve Allendorf and Bill Bingham. Nays: 2. Absent – LaDon Trost. Absent: 1.**
- b) Discussion and possible action on a recommendation to make the Grants Administrator position a full time position (Recommended by the Personnel Review Committee, meeting of July 30, 2020) – The committee had a lengthy discussion regarding whether or not this was necessary. Removing the PCOM duties from the joint position will allow the Grants Administrator to concentrate on current and potential grant funding. Although the committee is hesitant to create another full time position, County Administrator Dan Reimer explained this position is already budgeted in the General Fund for 1040 hours per year. The recommendation is to make this position non-exempt, working 1820 hours per year, which represents an increase of 780 hours per year. It was suggested a Grants Administrator that can focus 100% of their time on grants would be able to seek out and secure additional grant funding the County may previously missed out on. **John Lang made a motion to move forward to the County Board a recommendation to make the Grants Administrator position a full time position Seconded by John Schultz and the motion carried by roll call vote. Ayes –Lucas Bourquin, Diane Gallagher, Don Hill, John Lang, John Schultz, and Scott Toot. Ayes: 6. Nays - Steve Allendorf and Bill Bingham. Nays: 2. Absent – LaDon Trost. Absent: 1.**
- c) Discussion and possible action regarding a request from John Hay, State’s Attorney, to hire an Assistant State’s Attorney to fill a position that was approved for FY2020 by the County Board during last year’s budget meetings (Per Category 2 hiring freeze policy, any new or vacant positions to be filled only with approval of the County Board) – State’s Attorney John Hay spoke to the committee about his previously approved request to hire another Assistant State’s Attorney. He said that due to COVID-19, he has held off on the hiring process because of financial uncertainty. He originally thought the pandemic may cause things to slow down in his office, but found it caused the opposite effect. As things are busier than ever, he is requesting approval to move forward with hiring another Assistant State’s Attorney. **John Lang made a motion to**

move forward to the County Board a recommendation to approve a request from John Hay, State's Attorney, to hire an Assistant State's Attorney to fill a position that was approved for FY2020 by the County Board during last year's budget meetings Seconded by Scott Toot and the motion carried by roll call vote. Ayes – Steve Allendorf, Bill Bingham, Lucas Bourquin, Diane Gallagher, Don Hill, John Lang, John Schultz, and Scott Toot. Ayes: 8. Nays: 0. Absent – LaDon Trost. Absent: 1.

- d) Discussion and possible action on a Resolution to Amend and Clarify Resolution R2020-17 – Dan Reimer explained the clarifications that were being proposed for R2020-17. The original resolution did not properly reflect the intention of the Sheriff and made reference to increases being based on percentages of hourly rate of pay for exempt positions, not taking into consideration the annual hours worked for each position and how they may differ. The proposed amendments further clarify the intent of resolution and memorialize what is already being done. **Bill Bingham made a motion to move forward to the County Board a recommendation to approve a Resolution to Amend and Clarify Resolution R2020-17. Seconded by John Schultz and motion carried by roll call vote. Ayes –Bill Bingham, Lucas Bourquin, Diane Gallagher, Don Hill, John Lang, John Schultz, and Scott Toot. Ayes: 7. Nays: 0. Abstain – Steve Allendorf. Abstentions: 1. Absent – LaDon Trost. Absent: 1.**
- e) Discussion and possible action on a recommendation to review and develop procedures to follow for County facilities when a known positive COVID-19 test has been determined (Recommended by the Personnel Review Committee, meeting of July 30, 2020) - John Hay explained the proposed policy and procedure draft as being a work in progress, needing input from department heads and review from the County's insurance company. He is asking the committee to put it forward to the County Board as an item, but with the knowledge that it could be revised up until the board meeting. **Don Hill made a motion to move forward to the County Board a recommendation to review and develop procedures to follow for County facilities when a known positive COVID-19 test has been determined. Seconded by Lucas Bourquin and the motion carried by roll call vote. Ayes – Steve Allendorf, Bill Bingham, Lucas Bourquin, Diane Gallagher, Don Hill, John Lang, John Schultz, and Scott Toot. Ayes: 8. Nays: 0. Absent – LaDon Trost. Absent: 1.**
- f) Discussion and possible action on a recommendation to extend the “Use it or Lose it” vacation leave policy to June 1, 2021, at that time to be reviewed by the Personnel Review Committee, upon separation from the County an employee will only be paid up to the regular maximum carryover amount for their accrued vacation time (Recommended by the Personnel Review Committee, meeting of July 30, 2020) – The current policy and procedure for vacation accrual and accumulation limits were discussed. The County has always had a “use it or lose it” policy, but in September 2019 when vacation accrual was changed from annually to monthly, it was stated the policy would be strictly enforced, effective April 1, 2020. Due to the subsequent pandemic, it was found the employees were not in a position to use their vacation time as required. The April 1, 2020 deadline had been extended by the County Board, but a new date had not been determined. The Personnel Review Committee believe the date of June 1, 2021 would be a good time to review again, but in the meantime, in the event of an employee's separation from county employment, the use it or lose it policy needs to be recognized when paying out unused vacation time. **Scott Toot made a motion to move forward to the County Board a recommendation to extend the “Use it or Lose it” vacation leave policy to June 1, 2021, at which time it will be reviewed by the Personnel Review Committee, and upon a separation from the County, an employee will only be paid up to the allowable maximum carryover amount for their accrued vacation time. Seconded by John Schultz and motion carried by roll call vote. Ayes – Steve Allendorf, Bill Bingham, Don Hill, John Lang, John Schultz, and**

**Scott Toot. Ayes: 6. Nays - Diane Gallagher. Nays: 1. Abstain – Lucas Bourquin  
Abstentions: 1. Absent – LaDon Trost. Absent: 1.**

- g) Discussion, recommendation, and possible action to review closed session minutes – State’s Attorney John Hay stated he is working on his recommendations regarding closed session minutes and should have a report for the next meeting on September 1, 2020.

**5. Closed Session** – There was no reason to enter closed session.

**6. Possible action as a result of closed session** – There was no action required as a result of closed session.

**7. Staff Reports**

- a) County Clerk Angela Kaiser reported her office is busy processing returned vote by mail applications. With recent legislative changes, the push for voting by mail to slow the spread of the COVID-19 virus will be a new challenge.
- b) County Administrator Dan Reimer reported on the FY21 Budget process. Joint meetings are scheduled to start at the end of August. The finance committee approved the target budget amounts and at this time, project a deficit of \$605,000.

**8. Citizens Comments** – None.

**9. Board Member Concerns**

- a) Discussion, recommendation Diane Gallagher reminded the committee to continue to talk to people regarding the Census, as the deadline is September 30, 2020.

**The meeting adjourned at 8:12 p.m. following a motion made by John Schultz. Seconded by John Lang and motion carried by roll call vote. Ayes – Steve Allendorf, Bill Bingham, Lucas Bourquin, Diane Gallagher, Don Hill, John Lang, John Schultz, and Scott Toot. Ayes: 8. Nays: 0. Absent – LaDon Trost. Absent: 1.**

The next meeting of the Executive Committee is scheduled for Tuesday, September 1, 2020 at 6:30 p.m.