

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Scott Toot, Vice-Chairperson
DATE/TIME: August 6, 2019 @ 6:30 pm
PRESENT:

<input type="checkbox"/> Vacant	<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"/> Lucas Bourquin
<input checked="" type="checkbox"/> Steve Allendorf	<input checked="" type="checkbox"/> John Lang	

A quorum was established.

Other Board Members: John Schultz-Development & Planning Vice-Chair (standing in for Chairperson vacancy) and Don Zillig

Others: Angela Kaiser, Dan Reimer, Eric Tison, and Donna Berlage.

1. Minutes Approval

- a) Minutes of the July 2, 2019 Executive Committee meeting – **John Lang made a motion to approve the July 2, 2019 Executive Committee meeting minutes as presented. Seconded by Steve Allendorf and motion carried.**

2. Citizens' Comments – None.

3. Unfinished Business

- a) FY2019/FY2020 Strategic Goals and Plans – The committee reviewed the goals and plans. For goal “Complete County restructuring and reapportionment plan”, Member Steve Allendorf would like to see a study committee formed to begin the process ahead of the 2022 Reapportionment and asks that this be an agenda item for Executive in September.
- b) Update on the Bautsch Gray and Marsden Mine Sites on Blackjack Road – Leonard Zintak was unable to attend the meeting and would like to report in September 2019. Member John Schultz attended a proposed plan meeting on July 18, 2019 and circulated a comment form that is available for citizens to fill out regarding their thoughts.
- 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 – Commission Chairperson Steve Allendorf reported the joint budget review with all Special Service Area commissions will be held on August 8, 2019. They have interim contracts in place in order to make initial tax distributions for tax year 2018 payable 2019.
- e) Update on Destination Marketing Management Agreement – Scott Toot will be discussing the agreement renewal with Rose Noble sometime in September.
- f) Update on the Cannabis Regulation and Tax Act – The committee discussed the recent legislature and what that will mean for the county. Sample ordinances are available for boards to utilize, based on their decision whether or not to allow dispensaries and if allowed, the amount of the imposed sales tax. As of now, there are plans to issue up to 75 licenses in the state of Illinois.

4. New Business

- a) Discussion and possible action to amend the Jo Daviess County Employee Handbook – Angela Kaiser spoke to the committee regarding proposed amendments to Article VI of the JDC Employee Handbook. Section 6.08 Vacation would be changed to reflect the accrual of vacation hours on a monthly basis versus the current lump sum accrual method on the employee’s anniversary date. Language is strengthened to strictly enforce the “use it or lose it” policy the County already has in place, allowing employees to only accumulate 18 months of hourly vacation accrual. To implement initially, employees would be credited with their earned leave time in a lump sum based on their last anniversary date through August 2019 and begin an hourly accrual in September 2019. Employees would have six months to use up any vacation accumulation over 18 months. Section 6.09 Sick Leave would have added language to make the accrual method consistent with the vacation accrual. Section 6.10 Bereavement would change the granted paid leave from three (3) days to five (5) days. **LaDon Trost made a motion to move forward to the County Board a recommendation amend the Jo Daviess County Handbook as presented, effective September 1, 2019 with the eighteen month vacation cutoff effective March, 2020. Seconded by John Lang and motion carried.**
- b) Discussion and possible action on a resolution to memorialize decision to remove the County Engineer position from the Jo Daviess County Position Classification/Compensation Plan - Dan Reimer explained the reasoning behind removing the County Engineer from the plan and how the resolution to participate in the State of Illinois’ County Engineer’s Salary Program requires the County to pay the county engineer a salary, exclusive of normal expenses, of at least 95% of the recommended salary. In return, the State of Illinois will reimburse up to one-half of the salary in exchange for an equal amount of a county’s federal Surface Transportation Program (STP) allotment. **LaDon Trost made a motion to move forward to the County Board a recommendation to approve A Resolution to Remove the County Engineer Position from the Jo Daviess County Position Classification/ Compensation Plan. Seconded by Steve Allendorf and motion carried.**

Steve Allendorf made a motion to enter into closed session at 7:31 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.” Topic of discussion: Chief County Assessment Officer position; Planning & Development Secretary position; Administration Office Manager position; Highway Maintenance Worker III position. Seconded by Bill Bingham and motion carried. At 8:10 p.m. Steve Allendorf made a motion to reconvene to open session. Seconded by John Schultz and motion carried. A roll call vote followed resulting in all ayes from Steven Allendorf, Bill Bingham, Don Hill, John Lang, LaDon Trost, and Scott Toot.

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." Topic of discussion: Chief County Assessment Officer position; Planning & Development Secretary position; Administration Office Manager position; Highway Maintenance Worker III position.
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.” Topic of discussion: Case No. 2019-MR-18, 2017-L-5

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.

- a) **Steve Allendorf made a motion to approve the request of the former Chief County Assessment Officer Donna Berlage to extend her retirement date from July 31, 2019 to August 30, 2019, in order to serve in an advisory capacity. Seconded by John Lang and motion carried.**
- b) **John Lang made a motion to move forward a recommendation to approve a resolution to approve the reclassification of the Planning and Development Secretary, Non-Exempt Grade 4, Step 5, \$13.03/hr. to Planning and Development Administrative Assistant, Non-Exempt Grade 6, Step 1, \$14.66/hr., to amend the Jo Daviess County Pay Grade Structure, and approve the updated position description. Seconded by John Schultz and motion carried.**
- c) **Steve Allendorf made a motion to move forward a recommendation to approve a resolution to approve the reclassification of the Administration Office Manager, Non-Exempt Grade 7, Step 5, \$18.23/hr. to Administration Office Manager Exempt Grade 10, Step 1, \$41,579/yr., to amend the Jo Daviess County Pay Grade Structure, and approve the updated position description. Seconded by John Schultz and motion carried.**
- d) **LaDon Trost made a motion to move forward a recommendation to approve a resolution to approve the reclassification of the Highway Maintenance Worker III, Non-Exempt Grade 8, Merit, \$23.34/hr. to Highway Engineering Technician, Non-Exempt Grade 9, Merit, \$23.84/hr., to amend the Jo Daviess County Pay Grade Structure, and approve the updated position description. Seconded by Don Hill and motion carried.**

7. Staff Reports

- a) County Clerk/Recorder: Angela Kaiser talked to the committee about the current election equipment and services and the need to start exploring future replacement options. In the initial phase, vendor price quoting appears to show a large financial savings in future supplies and services from what we are paying now. She believes the six year savings in supplies and services will greatly offset the initial cost of hardware. She let the committee know that based on her initial research findings, she will be requesting an increase in her FY2020 budget to allow for a purchase of new equipment ahead of the 2020 Presidential election.
- b) County Administrator: Dan Reimer discussed the current stage of the budget process and the upcoming FY20 Budget Workshop meeting schedule. At this time, departments are submitting on their expense estimates and his office is working to summarize that information. He can't

stress enough the importance of everyone attending the joint meetings, even if you are not a member of that committee. The reason for this is there will be many requests outside of the targets, some for necessary and unfunded items, but some will not be and it will be helpful in the decision making if everyone is hearing the same thing early in the process.

8. Summary of Committee Activities – None.

9. Citizens Comments – None.

10. Board Member Concerns – Steve Allendorf was not aware that in the past, we have had board members that have chaired more than one committee at a time and subsequently, had objected to a past chair appointment recommendation. When he was made aware that this had indeed happened in the past, he offered an apology to Don Hill for his past objection.

The meeting adjourned at 8:52 p.m. following a motion made by John Schultz. Seconded by Don Hill and motion carried.

The next meeting of the Executive Committee is scheduled for Tuesday, September 3, 2019 at 6:30 p.m.