

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Steve Allendorf, Chairperson
DATE/TIME: December 3, 2019 @ 6:37 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	<input checked="" type="checkbox"/> Don Hill	<input type="checkbox"/> Lucas Bourquin
<input checked="" type="checkbox"/> Steve Allendorf	<input checked="" type="checkbox"/> John Lang	<input checked="" type="checkbox"/> John Schultz

A quorum was established.

Other Board Members: None.

Others: Dan Reimer, Angela Kaiser, and Ben Petitgout

1. Minutes Approval

- a) Minutes of the November 5, 2019 Executive Committee meeting – **John Lang made a motion to approve the November 5, 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 – Nothing to report at this time.
- 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 – Two contracts have been signed and claims have been submitted.
- e) Update on the Cannabis Regulation and Tax Act – Nothing to report at this time.
- f) Update on the Galena Preservation Action Organization – Their committee has met with the City of Galena since the last Executive Meeting. They conveyed to them their desire for the City to take the lead on their Horseshoe Mound project. They will still ask for the County to support their efforts, but what that support will include isn't known at this time.

4. New Business

State's Attorney John Hay joined the meeting via telephone at this time, so Chairperson Allendorf moved the agenda items that needed his attention to the top of the list.

- a) Discussion and possible action regarding a resolution to participate in the service program of the Office of the State's Attorneys Appellate Prosecutor for Fiscal Year 2020 in the amount of \$8,000.00 – State's Attorney John Hay explained this is a program that is invaluable to the County. The services they provide are very important and necessary. He noted that although the fee did increase this year, it is well worth it. **John Schultz made a motion to move forward to the County Board a recommendation to approve a Resolution to Participate in the Service Program of the Office of the State's Attorney's Appellate Prosecutor for FY2020 in the amount of \$8,000.00. Seconded by LaDon Trost and motion carried.**

- b) Discussion and possible action on a Jo Daviess County Cannabis, Drug, and Alcohol Use/Abuse Policy – County Clerk Angela Kaiser explained the policy as presented was a template that was prepared by OKGC, LLC, which is the legal counsel for the County’s insurance carrier, ICRMT. The current employee handbook has substance abuse and drug-free workplace sections included and this policy will expand on those. John Hay explained this policy was a starting point and he fully expects that it will need to be reviewed in the coming months as the legislation is put into effect. He will review the policy and have an opinion before the County Board meeting on December 10, 2019. **John Lang made a motion to move forward to the County Board a recommendation to approve the Cannabis, Drug, and Alcohol Use/Abuse Policy as presented, pending State’s Attorney approval. Seconded by Scott Toot and motion carried.**
- c) Discussion and possible action on Jo Daviess County Employee Handbook Amendments – Angela Kaiser explained the proposed employee handbook amendments included language for the proposed parking policy, the cannabis use/abuse policy, and some housekeeping of a section that was missed with the last amendment. John Hay commented that he will review the cannabis section of the amendment and will give his opinion before the County Board meeting on December 10, 2019. **Don Hill made a motion to move forward to the County Board a recommendation to approve the Jo Daviess County Employee Handbook Amendments as presented, pending State’s Attorney approval. Seconded by John Schultz and motion carried.**
- d) Discussion and possible action on establishing meeting dates and start time for the FY2020 Executive Committee meetings – The proposed Executive Committee meeting dates for FY2020 were presented and reviewed, listing meetings on the first Tuesday of every month at the Courthouse in the County Board room at 6:30 p.m. **John Schultz made a motion to approve the FY2020 Executive Committee meeting dates and start times as presented. Seconded by Diane Gallagher and motion carried.**
- e) Discussion and possible action regarding the posting of total compensation packages for highly compensated employees per Public Act 097-0609 – County Administrator Dan Reimer presented the list of total compensation packages for highly compensated employees per Public Act 097-0609 for review. It was explained this is the budgeted amount for FY2020 for any employee with a total compensation package that exceeds \$75,000.00. Discussion was had regarding the list and the requirements for posting. **Scott Toot made a motion to move forward to the County Board a recommendation to approve posting directions on the County website on how a citizen can obtain the total compensation package for highly compensated employees per Public Act 097-0609 information, which will be physically posted outside the County Administrator’s office. Seconded by John Schultz and motion carried.**
- f) Discussion and possible action on a Resolution to Consolidate Election Polling Locations – Angela Kaiser explained the reasoning behind her request to consolidate Berreman with Pleasant Valley and Derinda with Elizabeth. Berreman and Derinda have ongoing ADA accessibility issues that in the past, have required a state exemption from compliance. Effective in 2018, the state of Illinois would no longer grant exemptions. This makes using their locations in their current condition unacceptable. Along with the upcoming purchase of new election equipment, the size of the precincts themselves, and the overall difficulty in finding election judges, she feels the fiscally responsible recommendation is to combine the precincts as presented. Don Hill is not in favor of moving the polls from their current locations. He believe small townships and town halls identify with being the polling location and does not want to take that away. Steve Allendorf believes the small town halls represent

the American ideal and he does not support moving the polls from these buildings. LaDon Trost agrees with both sentiments, but he doesn't not believe the County can circumvent state law. Angela Kaiser stated that if a complaint is raised, it will not be against the township, it will be against Jo Daviess County and because the County is aware of the lack of compliance and uses the location anyway, she fears some form of penalty would be likely. **John Schultz made a motion to move forward to the County Board a recommendation to approve a Resolution to Consolidate Election Polling Locations. Seconded by Diane Gallagher and motion carried by roll call vote. Ayes – Gallagher, Lang, Toot, Trost, and Schultz. Nays – Allendorf and Hill.**

- g) Discussion and possible action on a bid/contract award for new election system and equipment from _____ at a cost of _____. – Angela Kaiser advertised the week of November 18, 2019. She received bids from Liberty Systems and Election Systems & Software, LLC and they were opened on December 2, 2019. Based on the bid analysis, she is recommending the contract be awarded to the current vendor and low bidder, Election Systems & Software, LLC at a cost of \$183,941 and a contract length of six years. **John Schultz made a motion to move forward to the County Board a recommendation to award a contract for a new election management system and equipment to Election Systems & Software, LLC at a cost of \$183,941.00 and a contract length of six years. Seconded by John Lang and motion carried.**
- h) Discussion and possible action on a Jo Daviess County Parking Policy – Dan Reimer and Angela Kaiser presented the policy for review. A Parking subcommittee was formed and met on October 28, 2019 to discuss previous committee findings from 2003 and to formulate a policy to address the lack of available parking for the public. The sub-committee found the issues from 2003 were essentially the same as they are today. With the recent parking agreement between the County and St. Mary's Church, we have additional parking options for employees. A policy was drafted to set guidelines for employee parking during normal business hours. Employees using St. Mary's will have to walk through the McCoy Manor parking lot and over an unpaved section and although the County has approved the pouring of a cement slab, that hasn't been done yet, so it may be difficult to traverse during the winter. An agreement with JDC Housing Authority may also be necessary before pouring cement. **Diane Gallagher made a motion to move forward to the County Board a recommendation to approve a Courthouse Parking policy to be implemented on June 1, 2020. Seconded by LaDon Trost. Diane Gallagher then amended her motion to be implemented on May 1, 2020. Seconded by LaDon Trost and the amendment carried. The amended motion carried by voice vote.**
- i) Discussion and possible action on Civic System, LLC agreement for the purchase of financial software & services – The FY2020 budget appropriated funds as a necessary expense to purchase additional financial support modules from Civic Systems, LLC for accounts payable and budget purposes. These modules will integrate with, and enhance the current financial software. Don Hill **made a motion to move forward to the County Board a recommendation to approve the agreement for purchase of financial software and services from Civic Systems, LLC at a cost of \$18,000.00 for license fee, training and setup and \$3,375.00 per year for annual support. Seconded by John Lang and motion carried.**

5. Closed Session

Scott Toot made a motion to enter into closed session at 8:11 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: Review exceptional ratings per Jo Daviess County Merit Pay Policy. Seconded by LaDon Trost and motion carried. At 8:45 p.m. John Schultz made a motion to reconvene to open session. Seconded by John Lang and motion carried by roll call vote. Ayes - Steve Allendorf, Diane Gallagher, Don Hill, John Lang, John Schultz, LaDon Trost, and Scott Toot.

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: review exceptional ratings per Jo Daviess County Merit Pay Policy
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."

6. Possible action as a result of closed session – No action was required as a result of closed session.

7. Staff Reports

- a) County Administrator: Dan Reimer reported on the DMO contract. GGMI has sent it to their legal counsel, so it is progressing. Also, we received the renewal from ICRMT in the amount of \$343,884.00, to be paid in six installments.

6. Summary of Committee Activities

- a) Legislative: John Lang reminded members of State Representative Andrew Chesney's attendance at their next meeting on December 18, 2019 at 11 a.m.
- b) Social & Environmental: Don Hill reported his committee is working on a Climate Change resolution.
- c) Public Works: LaDon Trost reported a recommendation for a vehicle purchase from Finnin Ford would be presented at the next county board meeting, along with an agreement and resolution regarding the County Engineer's salary. The County recently make the decision to participate in the IDOT County Engineer Reimbursement Program, which required the position be removed from the JDC Position Classification and Compensation Plan. This was

done by resolution on August 13, 2019. As long as the County pays at least 95% of the recommended salary, the state of Illinois will reimburse 50% of that total amount.

- d) Development & Planning: Diane Gallagher reported their monthly meeting time for FY2020 will be changing to 5:30 p.m.

7. Citizens Comments – None.

8. Board Member Concerns – None.

The meeting adjourned at 8:56 p.m. following a motion made by Don Hill. Seconded by John Schultz and motion carried.

The next meeting of the Executive Committee is scheduled for Tuesday, January 7, 2020 at 6:30 p.m.