

**JO DAVIESS COUNTY BOARD  
COMPENSATION COMMITTEE MINUTES  
JULY 25, 2012**

**CALL TO ORDER:** Chairperson of the Jo Daviess County Board Compensation Committee, Ron Mapes, called the meeting to order at 3:00 p.m. on Wednesday, July 25, 2012, at the Jo Daviess County Board Room, Jo Daviess County Courthouse, Galena, Illinois.

**ROLL CALL** was answered as follows: Present-Ron Mapes, Ron Smith, Marvin Schultz, Merri Berlage, Steve Keefer, Peg Murphy, Kevin Turner, Jean Dimke and Dan Reimer.

**CITIZENS' COMMENTS**

There were no citizens' comments at this time.

**NEW BUSINESS**

Barb Petkovsek of Carlson Dettmann Consulting, LLC, informed the committee that she attended the Department Head meeting on Tuesday and reviewed the same information that was presented to the Compensation Committee on July 20. She said she completed 12 employee orientation sessions over the last two days. She feels the sessions went well. She answered questions during the meetings and told employees if they had questions at a later time they could give them to their department head, who would forward them on to the County Administrator. Carlson Dettman will then provide an answer.

Barb said the Job Description Questionnaire that employees will be asked to complete is a very in-depth document and it must be completed by the employee. She said employees should complete the questionnaires and submit them to their department heads by August 16. Department heads will review and forward them to the County Administrator by August 23. The Administrator will send them to Carlson Dettmann by August 30.

She said some employees asked if they would be allowed to complete the job description questionnaire on work time. The committee discussed the option of allowing employees to complete the questionnaire on work time.

A motion to allow employees to complete the Job Description Questionnaire during normal working hours provided the plan to complete is approved by their immediate supervisor or department head was made by Peg Murphy and seconded by Ron Smith.

The motion carried by voice vote.

Another discussion centered on who will sign the department head's Job Description Questionnaire.

A motion was made by Steve Keefer and seconded by Kevin Turner that elected officials will sign their own questionnaire; appointed department head's questionnaire will be signed by themselves and the County Administrator; The County Administrator's questionnaire will be signed by himself and the County Board Chairperson and the Health Department's Administrator's questionnaire will be signed by herself and the Board of Health.

The motion carried by voice vote.

Barb asked the committee who they thought would be good comparables for this project. The committee discussed at length possible comparables from both the public and private sector that a good set of benchmark positions could be acquired. She said that a good set of benchmark positions would be jobs having likely matches in the market, jobs that are fairly stable in job content and representative of different pay and responsibility levels.

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The committee discussed possible comparables in detail. Barb asked the committee to think about comparables and be ready to form a list at the next meeting. She said she would like to have 40 to 50 total comparables.

Bard said the Job Description Questionnaires would be supplied to the department heads along with the power point presentation the employees viewed in the employee meetings. Dan Reimer stated that one of the employee's meeting was videotaped and that also would be made available. The department heads will be responsible for distributing the questionnaires and information to their employees.

**CITIZENS' COMMENTS**

There were no citizens' comments at this time.

**CLOSED SESSION**

There was no need to enter closed session at this time.

**POSSIBLE ACTION AS A RESULT OF CLOSED SESSION**

There was no action needed since the board did not enter into closed session.

**ADJOURNMENT**

The meeting adjourned at 5:05 p.m. following a motion made by Marvin Schultz and seconded by Kevin Turner. The motion carried.