

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Ron Mapes
DATE/TIME: April 02, 2012 @ 7:00 pm

PRESENT:

Merri Berlage
 Dane Jackson

Ron Mapes
 Bill Cooper

Ron Smith
 Marvin Schultz

Other Board Members: Terry Stoffregen

Others: Dan Reimer, Dave Hachmeister, Bruce Everetts and Tim Wand.

Marvin Schultz called the meeting to order at 7:02 p.m.

1. Minutes Approval. Merri Berlage made a motion to approve the minutes of the March 5, 2012 meeting. Seconded by Dane Jackson and motion passed.
2. Citizens' Comments
3. Unfinished Business
 - a) Update on IL EPA – Blackjack Road Project – Bruce Everetts representative with the Illinois Environmental Protection Agency (IEPA) updated the committee on the Bautsch Gray mine site. Everetts discussed that the USEPA will be responsible for the ongoing clean up portion of the site. The site assessment work and stabilization documentation record is complete. Everetts summarized the NPL proposal process. A decision was made that the site is eligible for proposal to the National Priorities List (NPL, or "Superfund"). The Bautsch Gray mine site was published in the Federal Register on March 15; there is typically a 60 day comment period. Once all the comments are addressed the site will be placed on the final NPL listing. Everetts anticipates that this could occur by the fall of 2012. A repository site for documents associated with the Bautsch Gray mine needs to be established some place in Jo Daviess County. The committee suggested that the repository site be the Courthouse/County Clerk's Office. Everetts discussed other services that his office can provide including site evaluations. Site evaluations for potential redevelopment purposes will be done if requested by a governing body at no cost to the municipality or county.
 - b) Update on County FOIA requests – The committee reviewed an updated spreadsheet of FOIA requests.
 - c) Jo Daviess County Strategic Plan – FY2012 Committee Goals – This item will remain on the agenda.
 - d) New hire benefits – This item will be addressed below under new business.
 - e) Open Meetings Act (OMA) training requirements for all elected and appointed members of a public body – Marvin Schultz reported a list will be drafted of individuals required to take OMA training and the dates that training is completed by those individuals.

4. New Business

- a) Discussion and possible action on the Jo Daviess County Emergency Management Agency Coordinators job description – Chief Deputy Dave Hachmeister presented a draft job description for the Emergency Management Coordinator position. There were questions regarding the chairman position for the LEPC (Local Emergency Planning Committee). Hachmeister will research the chairman portion of the job description and report back at next months meeting.
- b) Discussion and possible action on a Jo Daviess County background check policy- Dan Reimer asked if background check policy should be incorporated into the Jo Daviess County employee handbook. Schultz stated that he did not think it need to be in the employee handbook. Back ground checks will be completed before a person is hired so appropriate language should be included in county job application forms. The committee discussed if the back ground check policy should be required for individuals appointed by Jo Daviess County to committees or boards, no recommendations were made. This item will remain on the agenda.
- c) Discussion and possible action on request to fill a vacant Highway Maintenance Worker position- Highway Engineer Steve Keeffer reported that one of his Highway maintenance employees recently retired and as a result he has a vacant maintenance position and would like to request permission to fill the position. Per the FY2012 prioritized hiring freeze policy the request must be approved by the County Board. **Dane Jackson made a motion to approve a request from the Highway Engineer to fill a vacant Highway Maintenance worker position – per the FY2012 prioritized options hiring freeze policy. Seconded by Merri Berlage and motion passed.**
- d) Discussion and possible action on employee handbook section 3 – Recruiting & Hiring– Marvin Schultz discussed that item 4d, 4e and 4g are all associated and would be discussed together. Schultz reviewed a draft policy written for the purpose of establishing guidelines for filling vacant positions and entrance level compensation. The policy would provide guidelines and standardize procedures, so that, all departments would be following the same procedures when hiring new employees. Schultz discussed that in consideration of the FY2012 hiring freeze policy this new policy would apply for FY2012 and would be reviewed again for FY2013. The committee discussed that it has been several years since the position classification plan has been reviewed and a salary/compensation study conducted. Expenditures for health insurance and pension contributions have increased in recent years and are now a significant portion of total compensation. The committee discussed the possibility of preparing an RFP for consulting services to conduct a compensation study and prepare a salary plan to be completed prior to the end of the fiscal year. **Merri Berlage made a motion to approve moving forward with an RFP to hire a consultant to conduct a salary/compensation study and prepare a salary/benefits plan. Seconded by Ron Smith and motion carried.** Schultz discussed Section 3.03 Trial Period in the Jo Daviess County Employee Handbook. Schultz has been working with Dan Reimer to draft revisions to the language in the trial period which would now be called probationary period. Schultz would like to

provide Department Heads with an opportunity to give a new employee a raise after they successfully complete their probationary period. Schultz suggested that the starting wage for new employees, in the probationary period, be 10% less than the minimum amount with an increase to the minimum amount upon successful completion of the probationary period. Schultz asked the committee to review the draft and to discuss at next months meeting. **Marvin Schultz made a motion to move forward a policy for FY2012 for filling vacant positions and entrance level compensation. Seconded by Dane Jackson and motion passed.**

- e) Discussion and possible on position classification plan for new hires – see above.
- f) Discussion and possible action on establishing elected officials compensation – The committee reviewed the resolution from 2008 that established the salary of the Jo Daviess County Coroner. The 2011 salary for the County Coroner is \$18,269. The County is required to establish the compensation for elected officials at least 180 days prior to taking office or start of a new term; in this case it is December 1, 2012. The Committee discussed that a resolution setting the salary for the County Coroner should be approved at the May County Board meeting. Berlage asked if the committee could get a count on how many calls and how many autopsies were completed in 2011. This item will remain on the agenda for next month.
- g) Discussion and possible action on hiring a consultant to conduct a salary survey and prepare a salary plan – see above
- h) Inter-committee comments and discussions

- 5. Board Member Concerns – Marvin Schultz reported that the State of Illinois did fund \$13 million to the victims of the Harrisburg, Illinois tornado. The committee discussed asking our legislative representatives about this issue.
- 6. Citizens' Comments
- 7. Closed Session- **Dane Jackson made a motion to enter into closed session at 9:25 pm, seconded by Merri Berlage and motion passed.**
- 8. Possible action as a result of closed- **Dane Jackson made a motion to enter into open session at 10:27 pm, seconded by Ron Smith and motion passed.** Marvin Schultz reported that the committee reviewed the closed session minutes from the last six months and due to personnel reasons, none of the minutes can be opened. **Ron Smith made a motion to authorize the Highway Engineer to fill the office manager position with a current Jo Daviess County employee at a wage 10% over the minimum of \$13.29 per the Jo Daviess County position classification plan. Seconded by Marvin Schultz and motion passed.**

Meeting adjourned at 10:29 p.m. following a motion made by Terry Stoffregen and seconded by Merri Berlage, motion carried.