

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Merri Berlage
DATE/TIME: April 1, 2013 @ 7:00 pm

PRESENT:

<input checked="" type="checkbox"/> Merri Berlage	<input checked="" type="checkbox"/> Randy Jobgen	<input checked="" type="checkbox"/> Jody Covert
<input checked="" type="checkbox"/> Steve Rutz	<input checked="" type="checkbox"/> Ron Smith	<input checked="" type="checkbox"/> RJ Winkelhake
<input checked="" type="checkbox"/> Margie Montelius	<input checked="" type="checkbox"/> Gerald Bennett	

Other Board Members:

Others: Dan Reimer, Sheriff Turner and Carol Soat.

Merri Berlage called the meeting to order at 7:00 p.m. and read the third floor evacuation policy.

1. Minutes Approval - Randy Jobgen made a motion to approve the minutes of the March 4, 2013 Executive Committee meeting, with the addition of language to indicate that the motion under agenda item 4f. Seconded by RJ Winkelhake and motion passed.
2. Citizens' Comments
3. Unfinished Business
 - a) Update from US EPA – Bautsch Gray site on Blackjack Road – Nothing new to report at this time.
 - b) Update on County FOIA request – The Committee reviewed the updated 2013 FOIA spreadsheet which was included in the committee packet.
 - c) Jo Daviess County Strategic Plan – FY2013 Executive Committee Goals – Ron Smith reported that the 2013 County Board Retreat is scheduled for Thursday, April 11, 2013 @ 5:30 p.m. at the Community Building in Elizabeth, Illinois. All JDC County Board members and Department Heads are invited. The retreat facilitator will be Alan Wenzel. There is a homework assignment, everyone will be requested (County Board, Department Heads) to prepare a list of five (5) projects, initiatives or capital improvements for the next 5 years.
 - d) Update on the Jo Daviess County background check policy – Sheriff Turner discussed the Jo Daviess County background check policy. The State changed who can do background checks and charge a fee; per current State requirements employees of the Sheriff's Department must be trained and certified to do background checks for agencies other than the County. The County has three ORI numbers. Turner reported that staff is not trained and certified. The Jo Daviess County Sheriff's Department can only conduct fingerprinting for organizations that have their own ORI numbers. The State bills their fee directly to the agency with an ORI number. This item can be taken off the agenda.
 - e) Jo Daviess County Emergency Management Coordinator position - Ron Smith reported that he is currently working with Tom Lange on this agenda item. This item will remain on the agenda.

4. New Business

- a) Discussion and possible action regarding Title 1 Chapter 5 of the County Code - County Board Organization and Operation Meetings; Rules of Order and Procedure. Merri Berlage reviewed the current County Board rules and procedures and discussed that there may be some procedures new County Board members may not be aware of. Such as procedure 1-5-5 Agenda; Consent Agenda which states that prior to the vote on the consent agenda, any board member may ask that a consent agenda item be removed from the consent agenda and be considered separately under unfinished or new business. Berlage also discussed that it is stated that all reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the board shall be delivered to the county board office in the courthouse by three o'clock (3:00) p.m. on the Tuesday in the week preceding a regular board meeting. Berlage discussed that this policy is not always being followed and asked for suggestions to improve the timely submission of documents to County Administrator's Office. Berlage also discussed Section 1-5-7 Debate and asked that these procedures be followed more closely during meetings. Berlage asked that the committee review the County Board rules of order and procedures and bring questions/comments/concerns to next months meeting.
- b) Discussion and possible action regarding appointment of a County Board Open Meeting Act Designee. The Committee discussed that it is a requirement for all County Board members to take FOIA training and Open Meetings Act training. Training can be done on the Illinois Attorney General website. Berlage asked that Board members provide the County Administrator's Office with a copy of the certificate of completion. Sheriff Turner reminded the committee that all County Board members must complete NIMS training. Turner will check with Tom Lange, Emergency Management Coordinator, to see which courses are required and where the courses can be taken. Ron Smith reported that he will continue to research requirements for an OMA designee and bring back a recommendation to the committee. This item will remain on the agenda.
- c) Discussion and possible action regarding new grantee oversight requirements associated with the administration of the rural federal and state operating assistance program. Dan Reimer explained that the Illinois Department of Transportation recently announced several changes to how the Department of Transportation will administer the rural federal and state operating assistance program and associated grants that the Jo Daviess County Transit (the Operator) receives. It will be a requirement that each direct recipient grantee (Jo Daviess County) have on its paid staff a Program Compliance Oversight Monitor (PCOM). The PCOM will serve as IDOT's primary contact with the grantee and help insure that grant requirements are being met including that the transportation provider is providing equitable service to all areas within the direct recipient grantee's territorial boundaries. It was discussed that the individual that takes on these responsibilities should be knowledgeable in accounting and grant administration. Reimer reported that he discussed possible options with County Treasurer Carol Soat. Soat has an employee in her department who would be willing to take on the additional responsibilities of a PCOM. The committee discussed that the expenses associated with the PCOM position would be eligible for reimbursement per terms of the grant agreement, and it will be up to each

direct recipient grantee, with approval from the Department, to determine the appropriate level of staff time needed for its own PCOM. The PCOM position must be in place by January 1, 2014. To further explain the changes and answer questions of the direct recipients, IDOT has scheduled a mandatory meeting for 5311/DOAP direct recipients in Springfield on May 1st. The County Administrator and an individual from the Treasurer's Office plan to attend this meeting.

- d) Discussion and possible action on a pay for performance plan associated with the Jo Daviess County Position Classification and Compensation Study. The County Administrator's Office has been in contact with Carlson Dettmann, consultants for the Position Classification and Compensation Study, to bring forward a plan for consideration. This item will remain on the agenda.
- e) Discussion and possible action regarding a request from Sheriff Turner to hire a part-time Court Security Officer. Sheriff Turner requested that he be allowed to hire an additional part-time Court Security Officer who when needed can fill in for a full time Court Security Officer. Turner explained that funds have already been appropriated in the FY2013 budget for part time Court Security personnel. **Margie Montelius made a motion to approve a request from Sheriff Turner to hire a part-time Court Security Officer per the 2013 Jo Daviess County hiring freeze policy. Seconded by Randy Jobgen and motion passed.**
- f) Inter-committee comments and discussions- Merri Berlage requested each Committee Chairperson to compile a bullet point list of items from their monthly meetings and email the list to Melisa in the County Administrator's Office prior to the monthly Executive Committee meeting so it can be included in the Executive Committee packet.

Berlage reported that the Development and Planning Committee has scheduled a tour of the Rentech Energy facility on Wednesday, June 5, 2013 at 10:00 am. The Committee is also trying to schedule a tour of the Gavilon Grain facility. Berlage reported that Rich Mattas provided a presentation on the Vision 20/20 Galena River Watershed Project. The committee reviewed the property tax abatement policy and next month will discuss possible updates. Berlage reported an addressing ordinance was moved forward to the County Board which would amend the code of ordinances for the numbering of buildings. There is also an associated resolution amending the existing building and zoning fee structure to include the fee for numbering.

Steve Rutz reported that the Finance, Tax and Budget Committee has moved forward a resolution to designate revenue received by Jo Daviess County from the local share of video gaming fees to be deposited into the Emergency Communications System fund. The committee reviewed a request by the County Clerk's Office to remove 330 vendors from the current Jo Daviess County vendors list. The committee also reviewed and discussed a template for documenting capital projects for the five year capital improvement plan. The County Administrator's Office will be working on developing a template. Rutz reported that he attended the Blackhawk Hills Regional Council meeting and Theresa Wittenhauer will be on a federal committee that will be assigned to work on issues associated with opening the federal prison in Thomson. Wittenhauer is also working with the Upper Mississippi International Port District.

Ron Smith reported that he attended a recent TCEDA meeting and Lisa McCarthy gave a presentation on the procurement process for vendor contracts associated with the federal prison that will be opening in Thomson, IL.

Randy Jobgen reported for the Public Works Committee and discussed that Steve Keeffer, County Engineer, is working on a plan for the West Galena salt facility. Bids are due for aggregate material on April 3rd. A special Public Works meeting is scheduled for April 8th prior to the County Board meeting to review and make any recommendations on the bids. Jobgen reported that the committee reviewed the projects list and discussed prioritization of the projects.

Jody Covert reported for the Legislative Committee and discussed that there is now a feature on the Illinois General Assembly website in which individuals can register and create a witness slip. Randy Jobgen and Merri Berlage discussed their trip to Springfield to testify for HB2888 Prevailing Wage Act Amendment.

RJ Winkelhake reported for the Law Enforcement and Courts Committee and discussed that Ira Wiesenfeld joined the meeting via conference call to provide an update on the Radio Communication System project. Wiesenfeld will provide an updated equipment list including the location of each piece of equipment. Wiesenfeld will also prepare a letter regarding additional engineering associated with FCC licensing. The committee discussed the five year capital improvement plan. The committee is also reviewing funding options for the radio communication project. A contract with FHN was moved forward to the County Board for mental health services for Jo Daviess County inmates. A request for the Tour of Galena Bike Race scheduled from June 7th through June 9th was moved forward and will be presented at the County Board meeting. Winkelhake reported that a request from the States Attorney's Office was approved to place ribbons on the two trees located in the front lawn of the Courthouse in honor of Sexual Assault Awareness Month, Child Abuse Awareness Month and the National Crime Victim's Awareness Week.

Gerald Bennett reported for the Information and Technology Committee and discussed that the UPS battery back up system has been installed and is operating. Bennett reported that the new laptops for the Sheriff's squad vehicles have successfully been installed.

Margie Montelius reported for the Social and Environmental Committee. The committee did not meet in March due to lack of agenda items. Montelius reported that next month new Public Health Administrator Nancy Lewis will be introduced at the meeting.

5. Board Member Concerns - Randy Jobgen reported that the Finance, Tax and Budget Committee toured several offices including the Assessment Office, Treasurer's Office and County Clerk's office to see first hand the type of work that each office does. Jobgen stated that this was one of the most informative opportunities that he has experienced as a County Board member. He suggested that all County Board members should be given the same opportunity. Berlage will email department heads to set up possible dates for a tour. Berlage asked if elective surgeries are covered under the county's health insurance plan.

6. Citizens' Comments

7. Closed Session

At 9:20 pm Margie Montelius made a motion to enter into closed session for the purpose of closed session minutes section 2(c) 21; Seconded by Jody Covert and motion passed.

At 9:41 pm Randy Jobgen made a motion to reconvene into open session. Seconded by RJ Winkelhake and motion passed.

8. Possible action as a result of closed session. **Randy Jobgen made a motion to open closed session meeting minutes from July 10, 2012 County Board Closed session, July 2, 2012 Executive Committee Closed session and August 6, 2012 Executive Committee Closed session with the review of States Attorney John Hay. Seconded by Margie Montelius and motion passed.**

Meeting adjourned at 9:45 p.m. following a motion made by Steve Rutz and seconded by Randy Jobgen, motion carried.