

## COMMITTEE REPORT

**COMMITTEE:** Personnel Review Committee  
**CHAIRPERSON:** Scott Toot  
**DATE/TIME:** June 20, 2019 @ 9:00 a.m.

**PRESENT:**

<input checked="" type="checkbox"/> Scott Toot	<input checked="" type="checkbox"/> Melisa Hammer	<input checked="" type="checkbox"/> Steve Keeffer
<input type="checkbox"/> John Lang	<input type="checkbox"/> Bruce Habel	<input checked="" type="checkbox"/> Eric Tison
<input checked="" type="checkbox"/> Steve Allendorf	<input type="checkbox"/> Joe Kratcha	<input type="checkbox"/> Craig Ketelsen
<input checked="" type="checkbox"/> Don Hill	<input checked="" type="checkbox"/> Angie Kaiser	<input checked="" type="checkbox"/> Kathy Phillips
<input checked="" type="checkbox"/> Dan Reimer	<input checked="" type="checkbox"/> Donna Berlage	<input checked="" type="checkbox"/> Shannon Diehl

Others:

Scott Toot called the meeting to order at 9:00 a.m. Roll call, a quorum was present.

1. **Steve Keeffer made a motion to approve the minutes from the March 21, 2019 Personnel Review Committee meeting. Seconded by Angie Kaiser and motion passed.**
2. **Citizens' Comments**
3. **Unfinished Business**
4. **New Business**
  - a) **Discussion and possible action on a request for reclassification of the Highway Maintenance Worker III position.** County Engineer, Steve Keeffer reviewed a reclassification request for the Highway Maintenance Worker III position. Included with the reclassification request were an updated job description questionnaire (JDQ), and an updated position description. Keeffer explained that the updated JDQ and updated position description reflect changes in the duties and responsibilities of the position since it was originally classified in 2012. This position is a non-union position. This position is currently classified pay grade 8 on the Jo Daviess County Pay Grade Structure Schedule for non-exempt positions. The Committee reviewed and discussed the reclassification request. **Angie Kaiser made a motion to move forward a request for reclassification of the Highway Maintenance Worker III position to Carlson Dettmann Consulting. Seconded by Melisa Hammer, motion passed 11-0.**
  - b) **Discussion and possible action on a request for reclassification of the Planning & Development Secretary position.** Planning & Development Director, Eric Tison reviewed a reclassification request for the Planning & Development Secretary position. Included with the reclassification request were an updated job description questionnaire (JDQ), and an updated position description. Tison explained that the updated JDQ and updated position description reflect changes in the duties and responsibilities of the position. When the position was classified as a full time position in 2014 the duties of the Building & Zoning Secretary were combined with the duties of the Animal Control Secretary. Subsequently Animal Control was transferred to the Health Department and this position took on administrative duties assisting Northwest Illinois Economic Development (NWILED). This position is currently classified pay grade 4 on the Jo Daviess County Pay Grade Structure Schedule for non-exempt positions. The Committee reviewed and discussed the reclassification request. **Steve Keeffer made a motion to move forward a request for reclassification of the Planning & Development Secretary position to Carlson Dettmann Consulting. Seconded by Melisa Hammer, motion passed 11-0.**

- c) **Discussion and possible action on a request for reclassification of the Administration Office Manager position.** County Administrator, Dan Reimer reviewed a reclassification request for the Administration Office Manager position. Included with the reclassification request were an updated job description questionnaire (JDQ), and an updated position description. Reimer explained that the updated JDQ and updated position description reflect changes in the duties and responsibilities of the position since it was originally classified in 2012. Duties and responsibilities of this position have expanded over the years in part to new laws and regulations and also, as new County Board programs, policies and initiatives are approved and implemented. This position is currently classified pay grade 7 on the Jo Daviess County Pay Grade Structure Schedule for non-exempt positions. The Committee reviewed and discussed the reclassification request. **Melisa Hammer made a motion to move forward a request for reclassification of the Administration Office Manager position to Carlson Dettmann Consulting. Seconded by Kathy Phillips, motion passed 11-0.**
- d) **Discussion and possible action on a request for reclassification of the Chief Deputy Treasurer position.** County Treasurer, Melisa Hammer reviewed a reclassification request for the Chief Deputy Treasurer position. Included with the reclassification request were an updated job description questionnaire (JDQ), and an updated position description. Hammer explained that the updated JDQ and updated position description reflect the additional duties and responsibilities associated with the monitoring, collection, and compliance of the hotel/motel tax that were assigned to the Treasurer's Office after the CVB office was closed in 2017. This is the first time this position has been submitted for reclassification. This position is currently classified pay grade 8 on the Jo Daviess County Pay Grade Structure Schedule for non-exempt positions. The Committee reviewed and discussed the reclassification request. **Steve Keeffer made a motion to move forward a request for reclassification of the Chief Deputy Treasurer position to Carlson Dettmann Consulting. Seconded by Eric Tison, motion passed 10-0. Steve Allendorf abstained.**
- e) **Discussion and possible action on a request for reclassification of the Deputy Treasurer position.** County Treasurer, Melisa Hammer reviewed a reclassification request for the Deputy Treasurer position. Included with the reclassification request were an updated job description questionnaire (JDQ), and an updated position description. Hammer explained that the updated JDQ and updated position description reflect additional duties and responsibilities associated with the monitoring, collection, and compliance of the hotel/motel tax and the collection and processing of real estate and mobile home taxes. This is the first time this position has been submitted for reclassification. This position is currently classified pay grade 6 on the Jo Daviess County Pay Grade Structure Schedule for non-exempt positions. The Committee reviewed and discussed the reclassification request. **Steve Keeffer made a motion to move forward a request for reclassification of the Deputy Treasurer position to Carlson Dettmann Consulting. Seconded by Kathy Phillips, motion passed 11-0.**

##### **5. Committee Member Comments/Concerns**

Donna Berlage asked if reclassification requests could be distributed to Committee members earlier so members could have more time to review them prior to the meeting. Berlage expressed concerns with piece meal job reclassifications versus doing a whole new project. The whole process needs to be reviewed. Keeffer asked Berlage if she would just like to look at the pay grade scale or reclassify everyone again. Berlage thought both needed to be looked at. Keeffer suggested that reclassifications will continue as job duties change. Allendorf

suggested that a decision should be made if we are going to continue to piece meal and reclassify positions or should the money be saved for a new future plan, a decision should be made one way or the other. Reimer discussed that the current plan and associated policies were adopted as a living document subject to change; some of the policies have been revised several times, but hopefully they are fair for everyone. Keeffer discussed that one of the issues with the current pay grade scale is low starting pay which makes it hard to find qualified applicants to fill some positions.

6. **Establish future meeting date** – the committee discussed that it was previously decided that any future classification or reclassification requests would be reviewed bi-annually, May and September. Reimer discussed that budget workshops are scheduled for October so any Committee recommendations should be made prior to the start of the Workshops. **Steve Keeffer made a motion to set the next meeting date for the Personnel Review Committee for Thursday, September 12, 2019 at 9:00 a.m. Seconded by Eric Tison, motion passed 11-0.**

7. **Citizens' Comments**

8. **Adjourn**

**Kathy Phillips made a motion to adjourn at 10:00 a.m., seconded by Eric Tison and motion passed.**