

## COMMITTEE REPORT

**COMMITTEE:** Executive Committee Meeting  
**CHAIRPERSON:** John Lang, Chairperson  
**DATE/TIME:** January 3, 2023 at 6:30 pm

**PRESENT:**

☒ John Lang  
☒ LaDon Trost  
☒ Dianne Allendorf

☒ John Creighton  
☒ Diane Gallagher  
☒ Don Zillig

☒ Steve McIntyre  
☒ John Schultz

A quorum was established.

Other Board Members: John Grizzoffi

Others: Scott Toot

### **1. Minutes Approval**

- a) Minutes of the September 6, 2022 and November 1, 2022 Executive Committee meetings – **Diane Gallagher made a motion to approve the minutes of the September 6, 2022 and November 1, 2022 Executive Committee meetings. Seconded by John Schultz and motion carried by voice vote.**

### **2. Citizens' Comments – None.**

### **3. Unfinished Business**

- a) FY2022 Strategic Goals and Plans – Update status – John Lang had committee look over the goals and plans. Lang stated how he feels it would be better to find an existing building to buy and renovate, and make into a new courthouse. A lot of money has been put into the current Courthouse for repairs and such over the years. County Board Chairperson, LaDon Trost, said that something needs to be done, and quick. Not in the coming years, but the coming months. He said if we do in fact buy another building and refurbish, we still own this Courthouse and we have to maintain it. Trost also talked about forming an Ad Hoc Courthouse Committee to get things started. More discussion was held over the goals and plans presented in the meeting packet.
- b) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report.

### **4. New Business**

- a) Discussion and possible action on establishing meeting dates and start time for the FY2023 Executive Committee meetings – **John Schultz made a motion to approve the meeting dates and start time for the FY2023 Executive Committee Meetings as presented. Seconded by Diane Gallagher and motion carried following a voice vote resulting in all ayes.**
- b) Compensation Study Update - Discussion and possible action – There was a Personnel Review Committee meeting last week. County Administrator, Scott Toot, informed that nobody is happy with the compensation study to-date. Not much has been completed and the target date was the end of August, then it got pushed back to the end of September. It is now January and the scale is completed, but it seems to be lacking. There were also no position descriptions completed. The Personnel Review committee felt that Jo Daviess County should be able to complete these things in-house, and to go forward that direction. We need to terminate the Archer Company contract. Lang stated that salaries are at least 80% of our budget and it's very important that we do it right.

If we get a proper system in to update everything, it will be better. The committee continued to speak about the Compensation Study and what it entails. No action was taken.

**5. Closed Session –**

**Diane Gallagher made a motion to enter into closed session at 7:21 p.m. for closed session minutes section 2(c)21 *Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.* Topic of discussion: The review of closed session minutes**  
**Seconded by Dianne Allendorf. Roll call vote resulted in all ayes and the motion carried.**

**At 7:49 p.m., John Schultz made a motion to reconvene to open session. Seconded by Steve McIntyre. Roll call vote resulted in all ayes and the motion carried.**

**6. Possible action as a result of closed session –**

- a) **Diane Gallagher made a motion to promote Ryan Afflerbaugh to the IT Manager position with a salary of \$58,087.00, with pay retroactive to December 1, 2022, as recommended by the Personnel Review Committee on December 29, 2022. Seconded by John Schultz and motion carried by voice vote.**
- b) **Don Zillig made a motion to remain closed the County Board Closed Session minutes from March 13, 2012. Seconded by John Schultz and the motion carried by voice vote.**
- c) **Zillig made a motion to open the Executive Committee Closed Session minutes from April 2, 2012. Seconded by John Schultz and the motion carried by voice vote.**
- d) **Zillig made a motion to remain closed the County Board Closed Session minutes from April 9, 2012. Seconded by Dianne Allendorf and the motion carried by voice vote.**
- e) **Zillig made a motion to remain closed the County Board Closed Session minutes from August 14, 2012. Seconded by John Schultz and the motion carried by voice vote.**
- f) **Zillig made a motion to open the County Board Closed Session minutes from October 24, 2012. Seconded by Dianne Allendorf and the motion carried by voice vote.**
- g) **Zillig made a motion to remain closed the Executive Committee Closed Session minutes from January 2, 2013. Seconded by John Creighton and the motion carried by voice vote.**
- h) **Zillig made a motion to remain closed the Executive Committee Closed Session minutes from February 4, 2013. Seconded by John Lang and the motion carried by voice vote.**
- i) **Zillig made a motion to open the County Board Closed Session minutes from February 12, 2013. Seconded by John Schultz and the motion carried by voice vote.**
- j) **Zillig made a motion to open the Executive Committee Closed Session minutes from March 4, 2013. Seconded by Diane Gallagher and the motion carried by voice vote.**
- k) **Zillig made a motion to open the Executive Committee Closed Session minutes from March 4, 2013. Seconded by Dianne Allendorf and the motion carried by voice vote.**
- l) **Zillig made a motion to open the Executive Committee Closed Session minutes from August 5, 2013. Seconded by John Lang and the motion carried by voice vote.**

## **1. Staff Reports**

- a) County Clerk/Recorder – Angela Kaiser, County Clerk & Recorder was not in attendance this evening. There was no report at this time.
- b) County Administrator – Scott Toot, County Administrator, reported on the Fiscal Year Budget numbers for 2022, and that the Administrator's Office has distributed paper copies of the 2023 Comprehensive Budget Document to Board Members and Department Heads. There was a pre-audit meeting in December, and the auditors are planning on doing audit fieldwork the week of February 27<sup>th</sup>. He also updated on the Hurlburt case. It will be going to the Supreme Court now.
- c) Transit – Nicole Hermsen, Transit Director, reported that Transit uses social media while at work, because riders will request rides via Facebook. They are encouraged not to, but it's hard to get everyone to comply with requests like that. Only the leadership team has access to Facebook. Toot commented how the County does have a Facebook page now, because it was easier to keep in contact with the public during the Covid-19 pandemic. Joe Kratcha read the Acceptable Use Policy in the Employee Handbook, regarding internet use.

## **2. Summary of Committee Activities**

- a) Diane Gallagher: Development & Planning Committee did not meet in December. They have an active Agenda for January because of the housing study and other events.
- b) John Schultz: Finance Committee met in December and went over their strategic goals and plans for the upcoming year. They talked about their meeting dates and times, and moved the time from 6:30 to 6:00 p.m. The mileage rate was also changed to match the Federal rate, which was \$0.65.
- c) John Creighton: Public Works did not meet in December, so there is nothing new.
- d) John Lang: Legislative Committee will meet on Thursday following the County Board meeting. There was a bill on guns and trying to restrict the size of magazines in Illinois. The Safe-T Act is on hold for now until they can iron some things out.
- e) Dianne Allendorf: Social & Environmental did not meet in December.
- f) Steve McIntyre: Information and Communications Technology did meet in December. They had a request for a new server, and that got passed in the meeting. It will be coming forward to the County Board. There is a lot of urgency to this request.

## **3. Citizens' Comments – None.**

- 4. **Board Member Concerns** – Diane Gallagher spoke about the Emergency Response Training exercise. It's free and sponsored by some pipeline and energy companies. She invited anyone who wants to go with. It's on February 15<sup>th</sup>. John Lang reminded that a major gas pipeline goes through Jo Daviess County. There is also an anhydrous ammonia and a dynamite plant. John Schultz stated how he was curious about the cannabis tax. He asked how it compares to the tax they used to get from the boat. Lang said that he thinks it was close to 2 million a year. Creighton said there was a significant hole when they left.

**The meeting adjourned at 8:23 p.m. following a motion made by John Schultz. Seconded by Don Zillig and the motion carried by voice vote.**

The next meeting of the Executive Committee is scheduled for Tuesday, February 7, 2023 at 6:30 p.m.