

COMMITTEE REPORT

COMMITTEE: Executive Committee Meeting
CHAIRPERSON: Don Hill, Vice-Chairperson
DATE/TIME: January 4, 2022 at 6:30 pm

PRESENT:

☒ John Lang
☒ Don Hill
☐ Bill Bingham

☒ Diane Gallagher
☒ John Korth

☒ John Schultz
☒ LaDon Trost

A quorum was established.

Other Board Members: Steve McIntyre.

Others: Scott Toot and Angela Kaiser.

1. Minutes Approval

- a) Minutes of the December 7, 2021 Executive Committee meeting – **John Schultz made a motion to approve the December 7, 2021 Executive Committee meeting minutes as presented. Seconded by Diane Gallagher and the motion carried by voice vote.**

2. Citizens' Comments – None.

3. Unfinished Business

- a) FY2021/FY2022 Strategic Goals and Plans – Nothing to report at this time.
- 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 Jo Daviess County Employee Handbook amendments – The proposed amendments are to clean up language that was rendered obsolete when the board approved changing all 35 hour and 37.5 hour employees to 40 hour employees. It also updates mandatory language changes in the VESSA act and increases the number of sick leave days an employee can accrue for pay from 40 to 60. This better aligns with an employee that may be using FMLA for up to 60 days. **John Schultz made a motion to move forward to the County Board a recommendation to approve the Jo Daviess County Employee Handbook amendments as presented. Seconded by John Lang and the motion carried by voice vote.**
- b) Discussion and possible action to amend R2019-9 Part Time Clerical Work Force Pool that includes Non-Represented (Non-Elected Employees) – This is a necessary amendment to comply with the Illinois minimum wage changes. **John Schultz made a motion to move forward to the County Board a recommendation to amend resolution R2019-9 Part Time Clerical Work Force Pool that includes Non-Represented (Non-Elected Employees). Seconded by LaDon Trost and the motion carried by voice vote.**
- c) This item will be addressed after closed session.
- d) Discussion regarding OSHA Emergency Temporary Standard COVID-19 – Scott Toot informed the committee of a January 7, 2022 court date to hear complaints as to whether or not the mandate

is constitutional. Although no action is required tonight, he wants to be prepared in the event a policy has to be approved quickly.

5. Closed Session

John Schultz made a motion to enter into closed session at 7:11 p.m. for the purpose of Personnel section 2(c)1 "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Topic of Discussion – Administrative Assistant – County Administrator's Office/~~Review exceptional ratings per Jo Daviess County Merit Pay Policy (not available at this time).~~ Seconded by John Lang and the motion carried by voice vote.

At 7:38 p.m., Diane Gallagher made a motion to reconvene to open session. Seconded by John Schultz and the motion carried by roll call vote. Ayes - Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.

6. Possible action as a result of closed session

- a) Discussion and possible action regarding salary increase request by County Administrator - Administrative Assistant – County Administrator's Office – For discussion purposes, John Korth made a motion to leave the Administrative Assistant position at a Grade 6, Step 3 and not raise it to the requested Grade 6, Step 5. John Schultz seconded the motion. After much discussion regarding the fact the motion on the table effectively takes no action, LaDon Trost recommends the committee allow the discussion to die for lack of action. John Korth withdrew the motion and John Schultz withdrew the second. The issue dies for lack of action.

1. Staff Reports

- a) County Clerk/Recorder – Angela Kaiser reports her office is business as usual.
- b) County Administrator – Scott Toot reports he is working on the highly compensated employee listing, as required annually. He is reviewing possible OSHA vaccination policies in the event a stay is not granted by the courts.

2. Summary of Committee Activities

- a) Diane Gallagher: Development & Planning invites board members to their next meeting, as they will have a guest speaker discussing the process of updating the Comprehensive Plan. As a member of the NWLED board, she also would like members to know she is against a pending action item of increasing their scholarship amount. She does not believe this is appropriate use of economic development funds.
- b) LaDon Trost: Public Works met this month and will be bringing four resolutions to the County Board meeting.
- c) Don Hill: Social & Environmental will be making a recommendation to write a letter in support of passenger rail service in Jo Daviess County.

3. Citizens' Comments

- a) Mary Althof expressed her disappointment in the lack of action on Item 6a.

4. Board Member Concerns

- a) John Lang would like to schedule a special meeting in order to review closed session minutes. He also thanked Don Hill for chairing the meeting, as he was unable to attend in person.
- b) John Schultz invites members to attend the meeting of the Jo Daviess County Farm Bureau on January 6, 2022 where Darren LaHood will be speaking.
- c) LaDon Trost is concerned about the Health Department's responsiveness, or lack thereof, to citizens that call with questions regarding COVID. He asked Scott Toot to speak with Sandra Schleicher at the Health Department regarding their telephone protocol.

The meeting adjourned at 8:16 p.m. following a motion made by John Korth. Seconded by John Schultz and the motion carried by voice vote.

The next meeting of the Executive Committee is scheduled for Tuesday, February 1, 2022 at 6:30 p.m.

CLOSED SESSION
JO DAVIESS COUNTY EXECUTIVE COMMITTEE MEETING
JANUARY 4, 2022

The board entered closed session at 7:13 p.m. to discuss:

Personnel section 2(c)1

"The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity". Topic of Discussion – Administrative Assistant – County Administrator's Office

Present were members Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Present: 6. County Board Member Steve McIntyre, County Administrator Scott Toot, and County Clerk Angela Kaiser were also present.

Scott Toot started the discussion by explaining the reasoning for his salary increase request for the Administrative Assistant Stacy Springer from a Grade 6, Step 3 to a Grade 6, Step 5. He acknowledges he should have asked for an advance step hire when he reclassified the position last month, but he did not, so he is asking the board to raise it now. He also acknowledges that his request violates the current county policy.

Angela Kaiser talked about the current policies and how much effort went into drafting and amending them to get to this point. They aren't perfect, there are loopholes and there are places where your hands are tied. This request is something that isn't allowed in the policy.

John Schultz believes if we have a policy, we have to follow it.

Scott compares his request to what the board did for the CCAO's salary at the last meeting. He doesn't understand why the committee agreed to that and wouldn't agree to this. The feeling is that the CCAO salary was too low as a result of a mistake that was made many years ago and their action was a way to rectify it.

Diane Gallagher feels that helping one person will hurt many others. Many of our employees are underpaid and until we can do something about everyone, we shouldn't make exceptions. Ultimately, this person made the choice to take this position at the lower wage.

The board left closed session at 7:37 p.m.

Opened 10.03.23