COMMITTEE REPORT

COMMITTEE: **Executive Committee Special Meeting**
CHAIRPERSON: **Steve Allendorf, Chairperson**
DATE/TIME: **February 2, 2021 @ 6:30 pm**
PRESENT:

☒ Steve Allendorf
☒ Scott Toot
☒ Bill Bingham

☐ Diane Gallagher (arrived at 6:44 p.m.)
☒ Don Hill
☐ John Korth

☒ John Lang
☒ John Schultz
☒ LaDon Trost

A quorum was established.

Other Board Members: None.

Others: Dan Reimer, Chris Allendorf, Kevin Turner, Melisa Hammer, John Phillips, and Angela Kaiser.

1. Minutes Approval

a) Minutes of the October 13, 2020 Special Executive Committee meeting – **John Schultz made a motion to approve the October 13, 2020 Special Executive Committee meeting minutes as presented. Seconded by Scott Toot and motion carried by roll call vote. Ayes –Steve Allendorf, Bill Bingham, Don Hill, John Lang, John Schultz, Scott Toot, and LaDon Trost. Ayes: 7. Nays: 0.**

b) Minutes of the December 30, 2020 Special Executive Committee meeting – **Bill Bingham made a motion to approve the December 30, 2020 Special Executive Committee meeting minutes as presented. Seconded by John Lang and motion carried by roll call vote. Ayes –Steve Allendorf, Bill Bingham, Don Hill, John Lang, John Schultz, Scott Toot, and LaDon Trost. Ayes: 7. Nays: 0.**

c) Minutes of the January 5, 2021 Executive Committee meeting – **John Schultz made a motion to approve the October 13, 2020 Executive Committee meeting minutes as presented. Seconded by Bill Bingham and motion carried by roll call vote. Ayes –Steve Allendorf, Bill Bingham, Don Hill, John Lang, John Schultz, Scott Toot, and LaDon Trost. Ayes: 7. Nays: 0.**

At 6:42 p.m. Chairperson Allendorf exercised his prerogative and moved to New Business, Items 4 (c) (d) & (e) to allow ILCMA Senior Advisor John Phillips the opportunity to join the discussion. Scott Toot recused himself from the discussion of these items and left the meeting.

At 7:18 p.m., Chairperson Allendorf returned to the original agenda and Scott Toot rejoined the meeting.

2. Citizens' Comments – None.

3. Old Business

a) FY2019/FY2020 Strategic Goals and Plans – The progress on goals and plans were reviewed.

- Investigate a new Courthouse: On hold.
- Investigate County Board redistricting-reduce size of board: In progress.
- Construct a new County employee pay system: No action.
- Conduct a thorough evaluation of future labor needs: No action.
- Collaborate with GGMI with a focus on long-term financial stability and not focus exclusively on fees: In progress.

- Implement a GGMI agreement that pays for County collection expenses: Completed.
- Create and implement a County cannabis control ordinance: In progress.
- Investigate creating a resolution to rescind PTELL: No action.
- Develop a plan for attracting qualified experienced candidates for vacant County positions: In progress.
- Review Maximus space study: Completed.
- Conduct a market analysis review of employee compensation plans: No action.
- Complete County restructuring and reapportionment plan: In progress.
- Implement Courthouse Foundation: No action.
- Decrease number of Board committees and outside committees: Completed.

b) Update on the Bautsch Gray and Marsden Mine Sites on Blackjack Road – Nothing to report at this time.

c) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report.

d) Update of Jo Daviess County Special Service Area Commissions – Steve Allendorf reported they still need to meet with Galena EMS to finalize their contract for FY21.

e) Update on the Galena Preservation Action Organization – Nothing to report at this time.

f) Discussion and possible action on a Jo Daviess County apportionment plan – Dan Reimer started the discussion by saying no action is required now, but is recommending to the committee they be ready to take certain actions in the next two months regarding the apportionment plan. Decisions about how many districts do they want, do they want multi-member districts will need to be made once the census information is available and that is generally in April following the count. The new population counts in each district will need to be reviewed to see if boundaries need to be changed. The method of electing the Chairperson and board compensation will need to be decided not less than 180 days prior to the new terms that start December 1, 2022. The length of terms for county board members to be elected at the November 8, 2022 General Election will be determined by drawing numbers representing all the board districts, from one container and drawing slips of paper with 2-4-4 and 4-4-2, representing terms of 2 years, 4 years, 4 years and terms of 4 years, 4 years, 2 years and is typically done in the month of August preceding said election.

4. New Business

a) Discussion and possible action on a Resolution Declaring Support of and Appreciation for Public Safety Professionals and Their Ongoing Commitment to Ensuring the Safety and Security of our Communities – The resolution was presented for review and discussion. It is a result of the recent HB 3653 that makes significant changes in law enforcement. Many members of the committee are very unhappy with the language of this house bill and they believe this resolution is appropriate to convey their support for the Jo Daviess County Sheriff's Office. Scott Toot stated he will be bringing a draft resolution to the next County Board meeting to oppose the signing of this bill into law. **Diane Gallagher made a motion made a motion to move forward to the County Board a recommendation to approve the Resolution Declaring Support of and Appreciation for Public Safety Professionals and Their Ongoing Commitment to Ensuring the Safety and Security of our Communities. Seconded by LaDon Trost and motion carried by roll call vote. Ayes –Steve Allendorf, Bill Bingham, Diane Gallagher, Don Hill, John Lang, John Schultz, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.**

b) Discussion and possible action a Jo Daviess County Plan for COVID-19 Exposure, Prevention, Preparedness and Response – Dan Reimer presented the policy for review and discussion. This policy was originally drafted in July by former State's Attorney John Hay. It has been reviewed by the department heads, by legal counsel for our insurance carrier, and the final copy was reviewed by current State's Attorney Chris Allendorf. Chris stated it is self-explanatory in its intention. He wanted to be sure the policy gave department heads discretion regarding the return to work requirements, as long as it was within the guidelines set by the CDC and IDPH. **Scott Toot made a motion made a motion to move forward to the County Board a recommendation to approve the Jo Daviess County Plan for COVID-19 Exposure, Prevention, Preparedness and Response policy. Seconded by John Lang and the motion carried by roll call vote. Ayes –Steve Allendorf, Bill Bingham, Diane Gallagher, Don Hill, John Lang, John Schultz, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.**

c) <u>Discussion and possible action on County Administrator Recruitment Profile/position job posting</u> – The members of the County Administrator search team submitted the Recruitment Profile and position job posting to the committee for review. John Phillips joined the discussion to answer any questions the committee might have. He reviewed the documents prior to the meeting and had made suggestions regarding wage ranges, residency requirements, and best avenues for advertising the position. The education requirement was found to be inconsistent across the documents and the committee suggested replacing BA or BS with "Bachelor's Degree." John Lang expressed his desire to act immediately on the search in order to potentially have an opportunity for the new hire to shadow the current administrator. **John Lang made a motion to approve the County Administrator Recruitment Profile and Position Job Posting with the recommended changes. Seconded by John Schultz and the motion carried by roll call vote. Ayes –Steve Allendorf, Bill Bingham, Diane Gallagher, Don Hill, John Lang, John Schultz, and LaDon Trost. Ayes: 7. Nays: 0.**

d) <u>Discussion and possible action on County Administrator Position Description</u> – The County Administrator Position Description was presented for review. It has been modified from the current document to reflect a more generic listing of duties and responsibilities, as the current document was found to be very specific and the team felt it should allow a new administrator to make the job their own with their own ideas and methods. The committee recommended the change of "Bachelor of Science" to "Bachelor's Degree." John Lang made a motion to approve the Position Description, but subsequently withdrew it. There was much discussion as to whether or not this item could be approved by the committee or if it should be forwarded to the County Board. It was decided the previous two documents were needed to start the advertising process immediately, but position descriptions historically are approved by the County Board, so should be forwarded. It is not immediately necessary for the advertising process. **Steve Allendorf made a motion to move forward to the County Board a recommendation to approve the Position Description with the recommended changes. Seconded by Bill Bingham and the motion carried by roll call vote. Ayes –Steve Allendorf, Bill Bingham, Diane Gallagher, Don Hill, John Lang, John Schultz, and LaDon Trost. Ayes: 7. Nays: 0.**

e) <u>Discussion and possible action on budget for County Administrator Search</u> – The methods and cost of advertising were discussed. **John Schultz made a motion to move forward to the County Board a recommendation to set the County Administrator Search advertising budget at $1,500.00 Seconded by John Lang and the motion carried by roll call vote. Ayes – Steve Allendorf, Bill Bingham, Diane Gallagher, Don Hill, John Lang, John Schultz, and LaDon Trost. Ayes: 7. Nays: 0.**

5. Staff Reports

a) <u>County Clerk/Recorder</u> – Nothing to report at this time.

b) County Administrator – Dan Reimer reported the PCOM new hire Nicole Hermsen is off to a very good start. She is working with Rich Machala to get familiarized with the position and is already working to get everything caught up. Tammy Cahill is the new Grants Administrator and is also doing very well in her new position. His office is getting ready for the FY20 audit fieldwork, scheduled to start on February 16, 2021. He thanked Melisa Hammer for her work in finding and submitting a grant application for the NG911 project that could result in $107,000.00 if approved. He discussed various records set in 2020 for building permits, sales, and approved resolutions.

6. Summary of Committee Activities

a) John Schultz reported on the Ad-Hoc Park and the need to meet with the Conservation Foundation. He is aware of a petition that has been circulated opposing the idea of a County Park. Finance met last week and discussed the C-PACE program that was recommended by Development and Planning. They asked to give a month for more information to be gathered before making a decision. The County Administrator Search team worked to put together the documents that were presented at tonight's meeting.

b) John Lang reported that Legislative will be meeting on February 11, 2021. The GAOC will need to begin working with the PCOM to revise the Operator Agreement between the County and The Workshop County Administrator.

c) Don Hill reported Social & Environmental did not meet and the Board of Health is scheduled to meet on February 3, 2021.

d) Scott Toot stated his desire to combine the next Law & Courts and the Ad-Hoc MDFD Tower meetings

e) Bill Bingham reported Law & Courts did not meet, but is glad to hear the Ad-Hoc MDFD Tower Committee would be joining them

f) Steve Allendorf stated Don Hill will be taking over the County Administrator Search team for the next phase of the process. He also asked when the board members will be receiving their laptops

g) Diane Gallagher reported Development and Planning discussed the C-PACE program and are in favor of entering into an agreement to offer this program to businesses within the county

h) LaDon Trost stated Public Works is scheduled to meet on February 9, 2021.

7. Citizens Comments – None.

8. Board Member Concerns

a) Scott Toot reported on the recent vaccine distribution and the IDPH website. The software being used by the Health Department is provided by the IDPH. Last week, the company providing the software opened up the registration prior to the advertised time and did not notify the Health Department. People began registering early and filled all spots before the advertised start time, which created quite a few problems. The County's hands are tied until we start receiving more vaccine and are able to get it out to everyone that wants it. He also encouraged anyone that opposes HB 3653 to please send a signed letter to the Governor asking that he not sign this bill.

The meeting adjourned at 8:13 p.m. following a motion made by John Schultz. Seconded by John Lang and the motion carried by roll call vote. Ayes –Steve Allendorf, Bill Bingham, Diane Gallagher, Don Hill, John Lang, John Schultz, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.

The next meeting of the Executive Committee is scheduled for Tuesday, March 2, 2021 at 6:30 p.m.