

COMMITTEE REPORT

COMMITTEE: Executive Committee Meeting
CHAIRPERSON: John Lang, Chairperson
DATE/TIME: February 7, 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: None.

Others: Scott Toot, Angie Kaiser, Melisa Hammer, Kevin Turner, Kathy Phillips, Nicole Hermsen and Laura Edmonds.

1. Minutes Approval

- a) Minutes of the January 3, 2023 Executive Committee meeting – **Steve McIntyre made a motion to approve the minutes of the January 3, 2023 Executive Committee meeting. Seconded by Diane Gallagher and motion carried by voice vote.**

2. Citizens' Comments – None.

3. Unfinished Business

- a) FY2022 Strategic Goals and Plans – Update status – The committee did not review their strategic goals and plans.
- b) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report.
- c) Compensation Plan Update – The Compensation Plan Update will be handled in Executive Session.

4. New Business

- a) Discussion and possible action on a Presentation by Nancy Sylvester regarding Parliamentary Procedures & Boardmanship at a cost not to exceed \$2,500.00 plus mileage to be paid from line item (001-40102-501) – Scott Toot, County Administrator, explained to the Committee who Nancy Sylvester is, and what she does. The class is about 3 hours long. Don Zillig commented on how well Sylvester does with teaching the class. **Steve McIntyre made a motion to approve a Presentation by Nancy Sylvester regarding Parliamentary Procedures & Boardmanship at a cost not to exceed \$2,500.00 plus mileage to be paid from line item (001-40102-501). Seconded by Don Zillig and motion carried following a voice vote resulting in 7 ayes and 1 nay. Ayes – 7: John Lang, LaDon Trost, Dianne Allendorf, John Creighton, Steve McIntyre, John Schultz and Don Zillig. Nays – 1: Diane Gallagher.**
- b) Discussion and possible action on renewal of Pollution Liability Insurance with Westchester Environmental – Illinois Union Insurance Company at a cost of \$3,912.00 to be paid from line item (017-48118-721). – **John Schultz made a motion to approve the renewal of Pollution Liability Insurance with Westchester Environmental – Illinois Union Insurance Company**

at a cost of \$3,912.00 to be paid from line item (017-48118-721). Seconded by LaDon Trost and motion carried following a voice vote resulting in all ayes.

5. Closed Session –

Don Zillig made a motion to enter into closed session at 6:41 p.m. for closed session minutes section 2(c)5 “Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.” Topic of discussion: Salary schedules for one or more classes of employees. Seconded by Dianne Allendorf and motion carried.

At 7:53 p.m., Steve McIntyre made a motion to reconvene to open session. Seconded by John Schultz. Roll call vote resulted in all ayes and motion carried.

6. Possible action as a result of closed session –

- a) **LaDon Trost made a motion for Position Descriptions and Job Placement Descriptions to be done by County Department Heads and the Personnel Review Committee, and when complete, to be brought to the attention of the Executive Committee, who will make a point to seek a market analysis. Seconded by Steve McIntyre and motion carried by voice vote.**

1. Staff Reports

- a) County Clerk/Recorder – Angela Kaiser, County Clerk & Recorder, reported that the County Clerk’s office recently completed their mailing of the Voter Registration Cards, which is done every other year. Because of the fact they’re mandated to send out a permanent vote-by-mail list application with every consolidated and general election, the two were combined to save postage. The Election Storage room is now complete. The footprint of the plat cabinets has been reduced by more than half. Kaiser also thanked the committee for approving the Presentation by Nancy Sylvester, as there are many new board members, so it’s a great investment.
- b) County Administrator – Scott Toot, County Administrator, reported that the contract for a Compensation Plan with Archer Company was terminated. This year’s County Government Day was originally scheduled for April 26th. That date doesn’t collectively work for all schools, so he is waiting for an update on which day it will officially be held. Toot also spoke of his material in the packet, which talks about an economic slowdown, but does not predict a recession in 2023.

2. Summary of Committee Activities

- a) Diane Gallagher: Development & Planning Committee had Margaret Larsen from the Illinois Extension Office at their last meeting, who gave a report on Rural Tourism. They have also accepted the Housing Study and it will be published online soon. They’re hoping to have the RFP’s in for updating the Comprehensive Plan on the 17th of this month. Blackhawk Hills Regional Council gave some information on Federal and State monies for solar installations for business and residential properties.
- b) John Schultz: Finance Committee agreed to renew the Devnet program this past month. A discussion on the Courthouse Renovation project was also mentioned.
- c) John Creighton: Public Works met this past month, and their projects planned over the next couple of years were discussed. They had a discussion on a solar project with some more investigating. Creighton mentioned the County’s cemeteries. The road postings will be posted in the near future, and he also

reminded the Committee that there has been a problem acquiring vehicles for Highway and that the prices of the vehicles have been increasing. UTV usage on County roads was also mentioned.

- d) John Lang: Legislative Committee went over some bills and legislation in the State right now.
- e) Dianne Allendorf: Social & Environmental will have several things to discuss at their upcoming meeting. This past month, they talked about adding and amending some of the Environmental Health fees. There is also a possibility of a code change to the Noisy Dog ordinance. Transit statistics were shared at the last meeting. Expenses have increased, but the revenue has also increased. They're also looking to hire additional drivers because of the increase in business.
- f) Steve McIntyre: Information & Communications Technology Committee met, and Beth Baranski is going to do a presentation on the Karst GIS Data. The information is very useful, and there are a lot of departments that can utilize it for knowing where things like sinkholes, caves and mine shafts are. There is also our new County website that is still a work in progress. They're doing a great job of managing that.
- g) Don Zillig: Law Enforcement & Courts Committee had their first meeting for a lot of the newer board members. The Circuit Clerk, Sheriff's Department, Probation Department and Emergency Management gave great reports to the new committee members. It was a really productive meeting.

- 3. **Citizens' Comments** – Melisa Hammer thanked Trost and the rest of the Committee for having them at the meeting to go over everything tonight. She feels that the Elected Officials, the County Board, and the Department Heads are all a team and need to work together. Toot thanked the Committee for coming up with a solution and a path for the Compensation Plan.
- 4. **Board Member Concerns** – Gallagher wonders why a lot of Counties do not have HR Directors or employees. She feels it's an overwhelming amount of time that employees spend on these issues. Lang also appreciates the Committee and the discussion that was held. McIntyre thanked the staff for being open on the discussion about compensation.

The meeting adjourned at 8:30 p.m. following a motion made by Don Zillig. Seconded by Dianne Allendorf and the motion carried by voice vote.

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