

COMMITTEE REPORT

COMMITTEE: Executive Committee Meeting
CHAIRPERSON: John Lang, Chairperson
DATE/TIME: March 1, 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 and Don Zillig.

Others: Scott Toot and Angela Kaiser.

1. Minutes Approval

- a) Minutes of the February 1, 2022 Executive Committee meeting – **John Schultz made a motion to approve the February 1, 2022 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 – The committee reviewed their list of goals and plans.
- b) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report.

4. New Business

- a) Discussion and possible action to pay eligible FY2022 COVID-19 expenses over \$2,000 from the Contingency Fund (016) per R2022-9 – Scott Toot explained to the committee the need for plumbing work in the Public Safety Building that would be considered an eligible COVID-19 expense. The estimated amount of the work is \$9,210.00. **John Schultz made a motion to move forward to the County Board a recommendation to approve expense of \$9,210.00 for plumbing work to be paid from the Contingency Fund (016) per R2022-9. Seconded by LaDon Trost and the motion carried by voice vote.**
- b) Discussion and possible action on the 2022 standard mileage rate for Jo Daviess County – The committee discussed the current federally approved mileage rate of .58 ½ per mile. The current mileage rate of .54 per mile was approved on January 8, 2019. **John Schultz made a motion to move forward to the County Board a recommendation to set the Jo Daviess County standard mileage rate at .58 per mile. Seconded by LaDon Trost and the motion carried by voice vote.**
- c) Discussion and possible action to amend P2020-2 Jo Daviess County Board Per Diem/Mileage Allowance Policy – As P2020-2 includes the standard mileage rate for county board members' mileage reimbursement, the discussion was to amend the policy to update the mileage rate as recommended in the previous motion. **John Schultz made a motion to move forward to the County Board a recommendation to amend P2020-2 County Board Per Diem/Mileage**

Allowance Policy to include the updated standard mileage rate of .58 per mile. Seconded by Don Hill and the motion carried by voice vote

- d) Discussion and possible action on renewal of Pollution Liability Insurance with Westchester Environmental – Illinois Union Insurance Company at a cost of \$3,977.00 to be paid from line item 017-48118-721 – Scott Toot reported the renewal of the Pollution Liability Insurance policy has been quoted at \$3,977.00 and if approved, would be paid from line item 017-48118-721. **LaDon Trost made a motion to move forward to the County Board a recommendation to approve the renewal of the Pollution Liability Insurance Policy with Westchester Environmental – Illinois Union Insurance Company. Seconded by John Schultz and the motion carried by voice vote.**
- e) Item 4e will be addressed after closed session.

5. Closed Session

Diane Gallagher made a motion to enter into closed session at 6:52 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 – Advance Step Hire, County Clerk & Recorder Chief Deputy Recorder and 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 John Schultz and the motion carried by voice vote.

At 7:16 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 Lang, John Schultz, and LaDon Trost. Ayes: 5. Nays: 0.

6. Possible action as a result of closed session

- a) Discussion and possible action on a request by County Clerk & Recorder, Angie Kaiser, for an advance step hire for the Chief Deputy Recorder position – **John Schultz made a motion to move forward to the County Board a recommendation to approve the advance step hire of a Chief Deputy Recorder at a Grade 8, Step 6 with an hourly wage of \$21.28. Seconded by Don Hill and the motion carried by voice vote.**
- b) **Diane Gallagher made a motion to open the County Board Closed Session minutes from March 11, 2014. Seconded by John Schultz and the motion carried by voice vote.**
- c) **Diane Gallagher made a motion to open the Executive Committee Closed Session minutes from April 7, 2014. Seconded by John Schultz and the motion carried by voice vote.**
- d) **Diane Gallagher made a motion to open the County Board Closed Session minutes from April 7, 2014. Seconded by John Schultz and the motion carried by voice vote.**

1. Staff Reports

- a) County Clerk/Recorder – Angela Kaiser reports Julie Muchow has been hired as the new Chief Deputy County Clerk. She spoke about the annual Statement of Economic Interest form that is

required filing for those in public office. The form has changed quite significantly for 2022 and she is planning to send additional information out to people to assist them in completing it properly.

- b) County Administrator –Scott Toot reports Shive-Hattery will be onsite tomorrow, March 2, 2022 to speak with department heads regarding their office needs for any possible renovation projects. He indicated the auditors were onsite for one day to complete their field audit work. Due to GASB 84 requirements, there will need to be amendments to the FY2022 budget, as there are agency funds that will need to be reported differently going forward.

2. Summary of Committee Activities

- a) LaDon Trost: Public Works reports the annual spring road posting went into effect on Monday, February 28, 2022.
- b) Don Hill: Social & Environmental will be making a recommendation for multiple resolutions for Transit, one is to update the Service Plan by expanding it to a 100 mile radius. This will allow us to apply for a Federal 5305 grant.

3. Citizens' Comments

- a) Mary Althof expressed her disappointment in the committee's action on Item 6a and feels it is unfair.

4. Board Member Concerns

- a) Don Zillig would like to complement County Engineer Steve Keeffer for his help with Dunleith Township. Steve attended their last meeting and answered many questions regarding Badger road.
- b) Don Hill will be asking the County Administrator to reach out to UCCI to ask for additional information regarding the Statement of Economic Interest form, per Don Zillig's request.
- c) Steve McIntyre would like the board to be updated regarding the status of electronic meeting attendance once the disaster declaration ceases.

The meeting adjourned at 7:50 p.m. following a motion made by John Schultz. Seconded by LaDon Trost and the motion carried by voice vote.

The next meeting of the Executive Committee is scheduled for Tuesday, April 5, 2022 at 6:30 p.m.

**CLOSED SESSION
JO DAVIESS COUNTY EXECUTIVE COMMITTEE MEETING
MARCH 1, 2022**

The board entered closed session at 6:54p.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 – Advance Step Hire, County Clerk & Recorder Chief Deputy Recorder

Present were members Diane Gallagher, Don Hill, John Lang, John Schultz, and LaDon Trost. Present: 5. County Board Members Steve McIntyre and Don Zillig, County Administrator Scott Toot, and County Clerk Angela Kaiser were also present.

Angela Kaiser started the discussion by reading the memo that was distributed to the committee regarding the advance step hire request for Karen Zehr for the position of Chief Deputy Recorder:

I am submitting this request for consideration of an advance step hiring to be approved for our recently vacated Chief Deputy Recorder position. My reasoning is as follows:

- *The candidate is already employed with Jo Daviess County Recorder's Office and has been for almost six (6) years.*
- *The candidate was previously employed for sixteen (16) years in an extremely relevant field.*
- *The candidate has a reputation for being extremely competent and well-versed in land records.*

The starting wage for a Chief Deputy Recorder at a Grade 8, Step 3 with no experience is \$19.76.

I am requesting approval for an advance step hiring for the position to be a Grade 8, Step 6 with an hourly wage of \$21.28. I believe this is a fair starting wage for a candidate with this much experience. I also feel as the promotion greatly benefits the County, as a Chief Deputy Recorder with experience is essential to the smooth operation of the office.

Thank you for your consideration in this matter.

John Lang asked what her salary is currently. Kaiser didn't have the information in front of her, but based on her seniority, she believed her to be making \$18.43 per hour.

LaDon Trost asked why she hadn't been asked to be the Chief Deputy before now. Kaiser explained the previous Chief Deputy retired on February 18, 2022 and she didn't want to hire/promote Zehr before getting approval for an advance step hire, because as the policy is currently written, Zehr would be promoted to the step that affords her an increase, which would be a Step 3 and given Zehr's experience, she wanted the opportunity to have an advance step hire request approved first. Once hired, the advance step option is no longer available.

Scott Toot gave his opinion that Zehr is very competent.

Don Hill asked how she reached the decision to ask for a Step 6. Kaiser said she took into consideration how many years Zehr had been employed and had she been hired 6 years ago as an entry level Chief Deputy, she would have started at a Step 1, which would put her at a Step 6 today.

John Lang asked what the previous Chief Deputy was making when they retired. Kaiser did not have the information, but said she was in Merit, so she thinks she was making approximately \$23.80.

Don Hill agrees that this situation is exactly what the advance step hire provision was designed 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.

At this time, the committee began to review the Executive Committee closed session minutes from 02.03.14, 03.31.14, and 04.07.14 and the County Board closed session minutes from 03.11.14, 04.07.14, 05.13.14, and 10.16.14 by splitting the envelopes between the members in the room.

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

A handwritten signature in cursive script that reads "Angela Kaiser". The signature is written in dark ink and is positioned above a horizontal line.

Angela Kaiser, County Clerk