

COMMITTEE REPORT

COMMITTEE: Executive Committee Special Meeting

CHAIRPERSON: Steve Allendorf, Chairperson

DATE/TIME: March 9, 2021 @ 6:00 pm

PRESENT:

☐ Steve Allendorf
☒ Scott Toot
☒ Bill Bingham

☒ Diane Gallagher
☒ Don Hill
☒ John Korth

☒ John Lang
☒ John Schultz
☒ LaDon Trost

A quorum was established.

Other Board Members: None.

Others: Dan Reimer, Joe Kratcha, and Angela Kaiser.

1. **Minutes Approval** – None.

2. **Citizens' Comments** – None.

At 6:02 p.m. Vice-Chairperson Toot exercised his prerogative and moved to Closed Session.

At 6:23 p.m., Vice-Chairperson Toot returned to the original agenda.

3. **New Business** – All items will be addressed after closed session.

4. **Closed Session**

John Schultz made a motion to enter into closed session at 6:02 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: IT Technician/Advance Step Hire, IT Systems Manager. Seconded by John Lang and the motion carried by roll call vote. Ayes - Bill Bingham, Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.

At 6:23 p.m., John Schultz made a motion to reconvene to open session. Seconded by Diane Gallagher and the motion carried by roll call vote. Ayes - Bill Bingham, Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.

5. **Possible action as a result of closed session**

- a) Discussion and possible action on a request by IT/GIS Director, Joe Kratcha to fill a vacant IT Technician position (Per Policy P2020-8, FY2021 Prioritized Options for Reducing Expenses, Hiring Freeze - any new or vacant positions to be filled only with approval of the County Board) – John Lang made a motion to move forward to the County Board a recommendation to fill a vacant IT Technician position. Seconded by Diane Gallagher and the motion carried by roll call vote. Ayes - Bill Bingham, Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.

- b) Discussion and possible action on the IT Technician position and an associated advance step hire request – **John Schultz made a motion to move forward to the County Board a recommendation to hire an IT Technician at a pay grade 9 and advance step hire hourly rate of \$21.68. Seconded by Bill Bingham and the motion carried by roll call vote. Ayes - Bill Bingham, Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.**
- c) Discussion and possible action on a request by IT/GIS Director, Joe Kratcha to fill a future vacant IT Systems Manager position (Per Policy P2020-8, FY2021 Prioritized Options for Reducing Expenses, Hiring Freeze - any new or vacant positions to be filled only with approval of the County Board) – **John Lang made a motion to move forward to the County Board a recommendation to fill a future vacant IT Systems Manager position. Seconded by Bill Bingham and the motion carried by roll call vote. Ayes - Bill Bingham, Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.**

6. Citizens Comments – Joe Kratcha thanked the committee for their consideration.

7. Board Member Concerns – None.

The meeting adjourned at 6:29 p.m. following a motion made by John Korth. Seconded by Don Hill and the motion carried by roll call vote. Ayes - Bill Bingham, Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.

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

**CLOSED SESSION
JO DAVIESS COUNTY EXECUTIVE SPECIAL COMMITTEE MEETING
MARCH 9, 2021**

The board entered closed session at 6:02 p.m. to discuss:

A. 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: IT Technician/Advance Step Hire, IT Systems Manager.

Present were members Bill Bingham, Diane Gallagher, Don Hill, John Lang, John Korth, John Schultz, Scott Toot, and LaDon Trost. Present: 8. County Administrator Dan Reimer, State's Attorney Chris Allendorf, IT/GIS Director Joe Kratcha, and County Clerk Angela Kaiser were also present.

Joe Kratcha started the discussion with his explanation for his three requests. IT Technician Brian Shelton gave his resignation on February 8, 2021 and his last day was February 19, 2021. He is taking another job with better opportunities and more pay in the St. Louis area. Because the resignation was given the day before the February County Board meeting and too late to include on the agenda, he spoke to Chairperson Scott Toot about the urgency to fill this position and was given permission to start the advertising process ahead of County Board approval at the March 9, 2021 meeting. The approval tonight is officially recognizing that request.

Joe has started the hiring process and has interviewed four applicants. One was a recent graduate from the University of Iowa, two were highly qualified and told him upfront they would not accept the position at the current wage, and the other was not considered. The recent graduate is Zachary Schieltz, he is from the area and has a strong interest in staying here, so Joe feels he has longevity potential. Zach also has a background in GIS, which won't be brought into play in his position of IT Technician, but if he does well in his position, there would be definite potential for advancement in the future, where that background may be beneficial. Joe would like to offer Zach the position of IT Technician and is asking for consideration of an advance step hire. It is currently a grade nine and he would like to hire him at a step five (\$21.14 per hour) with movement to step six (\$21.68 per hour) at completion of his six month probation period.

Dan Reimer commented the step movement at six months, should it be approved, is outside of the current policy that addresses advance step hires.

Angela Kaiser expanded on that to ask if Joe wants Zach to be hired now at step five, move to step six in six months, and then on December 1st, move to step seven (\$22.34 per hour), as provided in the policy? Joe indicated he didn't realize the six month increase was not provided for in the policy. Angie explained the only time someone moves a step at the completion of the six month probation period is if they are hired after June 1st of the year, so are not eligible to be moved at the December 1st date with everyone else on the JDC Pay Schedule, due to being on probation. Joe agreed it was better to not go outside of the policy, so would be happy if he could start at step six now and move to step seven on December 1st.

Joe explained his third request of filling a future IT Systems Manager position. Bruce Habel has given his letter of retirement effective June 30, 2021. He hadn't planned to retire for a couple more years, but health issues have caused him to change his plans. Joe would like to hire his replacement and asks that his new hire be brought in advance of Bruce leaving, perhaps May or early June. There will be an extreme

amount of training that will need to be done and the new hire working with Bruce will be incredibly helpful. He is hoping to offer this position to one of the two applicants he interviewed for the IT Technician position that were highly qualified, thereby eliminating the need to advertise and start the interview process over.

The board left closed session at 6:22 p.m.