

COMMITTEE REPORT

COMMITTEE: Executive Committee Special Meeting
CHAIRPERSON: Don Hill, Chairperson
DATE/TIME: April 1, 2021 @ 2:05 pm
PRESENT:

☒ Don Hill
☐ Scott Toot
☒ Bill Bingham

☒ Diane Gallagher
☒ John Korth
☒ John Lang

☒ John Schultz
☒ LaDon Trost
☐ Vacant

A quorum was established.

Other Board Members: None.

Others: Joe Kratcha, Steve Keeffer, Mary Althof, Melisa Hammer, and Angela Kaiser.

1. **Citizens' Comments** – None.
2. **Unfinished Business** – None.
3. **New Business** – All items will be addressed after closed session.
4. **Closed Session**

John Korth made a motion to enter into closed session at 2:08 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: Interviewing of Applicants for the County Administrator position. 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, and LaDon Trost. Ayes: 7. Nays: 0.

At 5:42 p.m., John Schultz made a motion to reconvene to open session. 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, and LaDon Trost. Ayes: 7. Nays: 0.

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

- a) Discussion and possible action to recommend the hire of a County Administrator pending a successful employment agreement.— John Korth made a motion to move forward to the County Board a recommendation to hire Candidate #1 for the position of County Administrator pending a successful employment agreement. Seconded by LaDon Trost and the motion carried by roll call vote. Ayes - Bill Bingham, Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 7. Nays: 0.

6. **Citizens Comments** – None.
7. **Board Member Concerns** – None.

The meeting adjourned at 5:44 p.m. following a motion made by John Korth. Seconded by John Schultz and the motion carried by roll call vote. Ayes - Bill Bingham, Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 7. Nays: 0.

The next meeting of the Executive Committee is scheduled for Tuesday, April 6, 2021 at 5:30 p.m.

Open: 06.06.2023

**CLOSED SESSION
JO DAVIESS COUNTY EXECUTIVE SPECIAL COMMITTEE MEETING
APRIL 1, 2021**

The board entered closed session at 2:08 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: Interviewing of Applicants for the County Administrator position

Present were members Bill Bingham, Diane Gallagher, Don Hill, John Lang, John Korth, John Schultz, and LaDon Trost. Present: 7. IT/GIS Director Joe Kratcha, County Engineer Steve Keeffer, County Treasurer Melisa Hammer, Administration Office Manager Mary Althof, and County Clerk Angela Kaiser were also present.

Closed session was held for the purpose of conducting second interviews for the position of County Administrator. The committee asked a total of fourteen questions with some members asking more detailed follow-up questions as they deemed necessary. Each question had a scoring range of one to five and each member scored the candidates individually. A scoring matrix was used with a total possible point value of 490.

Candidate #1 was Scott Toot, who resides in Elizabeth, Illinois. Scott is the current County Board Chairperson and works as the Chief of Police in Elizabeth, Illinois. The interview began at 2:11 p.m. and concluded at 3:26 p.m. Committee members scored Candidate #1 with a total of 439 points.

Candidate #2 was Nick Osborne, who resides in Marshfield, Wisconsin. Nick has experience in county government, most recently as the County Administrator in Polk County, Wisconsin. This position ended in October 2019. The interview began at 3:42 p.m. and concluded at 4:45 p.m. Committee members scored Candidate #2 with a total of 438 points.

The committee shared their opinions on each candidate after the interviews had concluded.

Don Hill believes either candidate could be a good fit for Jo Daviess County.

LaDon Trost stated we know Scott Toot to be a trustworthy and well-respected individual. He thinks Nick Osborne gave a great interview, but maybe has had more practice.

John Schultz agrees with LaDon. Scott has aptitude and while Nick has more experience, he also has had quite a few jobs.

Diane Gallagher believes Scott has initiative to move from point A to point B. Nick has good communications skills. Both candidates are capable, but who will move the county forward better.

John Lang states that part of the job is working with staff and Scott would be strong in that area. Nick is more experienced with more financial knowledge, but he feels Scott can learn the financial aspects and would work best in the position.

Bill Bingham is leaning towards Scott. He asked to review the position description, specifically the education and experience requirement to be sure that Scott satisfies them and it was determined that he does.

John Korth had nothing to add to the conversation that hadn't already been said.

The department heads that were present were given the opportunity to speak.

Melisa Hammer believes in working up through the ranks and feels Scott's experience as County Board Chair has given him a well-rounded picture of what the job requires. She also questions what Nick has been doing for employment for the last fourteen months.

Steve Keeffer stated Scott knows the county and the people and although Nick may have more administrative experience, his learning curve could be as tight, if not more so as Scott's, learning the things that Scott already knows.

Joe Kratcha believes the long term solution is Scott Toot.

Mary Althof is in favor of Scott in the position, as he is familiar with the county. She too, has reservations about Nick and his lack of recent employment.

Angie Kaiser stated she believes either candidate would do a great job and supports the opinions that have been expressed. She expressed concern with the lapse in Nick's employment history, but knows it could be for a variety of reasons. She ended by saying if the committee prefers Scott, but fears his lack of financial experience, to please know she and Melisa will work closely with him to help him learn those aspects of the position.

The board left closed session at 5:40 p.m.