

COMMITTEE REPORT

COMMITTEE: Executive Committee Meeting
CHAIRPERSON: Scott Toot, Vice-Chairperson
DATE/TIME: April 6, 2021 @ 5:30 pm
PRESENT:

☐ Vacant
☒ Scott Toot
☒ Bill Bingham

☒ Diane Gallagher
☒ Don Hill
☒ John Korth

☒ John Lang
☒ John Schultz
☒ LaDon Trost

A quorum was established.

Other Board Members: Don Zillig.

Others: Mary Althof, Melisa Hammer, Dan Reimer and Jamie Watson

1. Minutes Approval

- a) Minutes of the March 2, 2021 Executive Committee meeting – **John Schultz made a motion to approve the March 2, 2021 Executive Committee meeting minutes as presented. Seconded by LaDon Trost and 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) Minutes of the March 9, 2021 Special Executive Committee meeting – **John Schultz made a motion to approve the March 9, 2021 Special Executive Committee meeting minutes as presented. Seconded by LaDon Trost and 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.**

2. Citizens' Comments – None.

3. Old Business

- a) FY2019/FY2020 Strategic Goals and Plans – Nothing to report at this time.
- 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 2021 FOIA request report. Joe Kratcha reported on a FOIA request that was received from Sage Information Services, Jefferson City, MO. They are requesting GIS parcel data which under FOIA is exempt. Over the years we have denied this type of request several times. One of those requests was appealed to the Attorney General's office and the Attorney General PAC Officer agreed with our exemption reference. We are following the same process with this request. Normally a requestor when denied appeals to the Attorney General's office but in this case they have an attorney from Springfield who has filed suit.
- d) Update and report from Jo Daviess County Special Service Area Commissions – Nothing to report at this time.
- e) Discussion and possible action on items associated with Jo Daviess County reapportionment plan – Dan Reimer discussed that since our last meeting UCCI held a webinar regarding reapportionment and possible options on how to proceed without census information, which will not be out until September. Statute requires Counties to file a reapportionment plan by July 1st or the first county board meeting in July. UCCI is telling us to proceed as if July 1st is the deadline. September is when the census data is actually going to be released. As long as the reapportionment plan is

defensible, within plus or minus 10% of population per district, we should be ok but we don't know for sure. In the packet is the current 17 district map Joe Kratcha explained the process that was used in 2011. The census is broken down into tracks and blocks. Each track and block has an attribute that represents the population in that area. We were able to through GIS mapping present scenarios for districting based on population. We did three different scenarios at the time but we need that census data in order to do that. Reimer added that the question is if we were to adopt or stay with the current plan with no difference in districts would the current plan be acceptable, has the population changed. UCCI discussed the American Community Survey, which might be a possibility. The Committee discussed possibly reducing the number of districts. Don Hill commented that he wouldn't mind reducing the size of the board by two members. John Lang commented that he could agree with 15 members. Dan Reimer commented that several Counties have already announced that they are going to revise the number of their districts some plan to reduce the number districts some plan to increase. Hill asked Kratcha if he could prepare some options for a 15 district map based on 2010 data. It will give us something to look at next meeting and see if we really want to go to 15 districts or leave it at 17 members.

- f) Update on County Administrator Search – Don Hill reported that the County Administrator Search Committee met last Thursday and they have decided to recommend Candidate #1. They will take this recommendation to the full board next week and go into closed session to discuss. Upon approval of the full county board the candidate will be officially appointed.

4. New Business

- a) Discussion and possible action on a Resolution to Dissolve and Rescind the Probation Restitution Fund – Dan Reimer commented that the Probation Restitution Fund is an agency fund and not one that we budget for. Jamie Watson, Probation, explained that years ago we used to physically collect restitution from offenders that were placed on probation. They were in charge of disbursing those payments to the victims. The statute states that the Circuit Clerk is required to collect those payments and disburse those payments of funds to the victims. At some point some seven years ago the Circuit Clerk took over that process because that is what the statute says is required. Secondly no one in the Probation office is bonded and legally allowed to physically handle money in that fashion. We have a balance of \$3,566 in this fund that is not attached to a name. We do not know who or where the money is supposed to go to. Watson has talked with John Hay and Melisa Hammer who has in turn had conversations with our auditors about what to do with this money. Unclaimed property through the State Treasurer's office does not apply because we do not have a name to where it is supposed to go. Watson has discussed with State's Attorney Allendorf and the County auditors and recommends that this fund be dissolved and all remaining assets be transferred to the General Fund. Allendorf feels this is appropriate and more importantly, legal. **John Lang made a motion to approve a Resolution to Dissolve and Rescind the Probation Restitution Fund and move forward to the County Board. 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.**
- b) Review and update IT System Manager Job description – Joe Kratcha discussed that the last time the IT System Manager position description was updated was in July of 2016. With two new IT employees it was time to review and update accordingly. This is not a reclassification, it is just a position description update. **John Korth made a motion to approve updated IT Systems Manager position description. 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, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.**

- c) Review and update IT Technician job description – Joe Kratcha discussed that there are not as many revisions to this position description. It was last updated in January of 2019. Kratcha added that the new IT Technician started yesterday and we will be discussing the IT Systems Manager in closed session tonight. **John Korth made a motion to approve updated IT Technician position description. 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, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.**

5. Closed Session

Scott Toot made a motion to enter into closed session at 6:17 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 Systems Manager/Advance Step Hire, Deputy Treasurer/Advance Step Hire. 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, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.

At 6:33 p.m., LaDon Trost 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.

6. Possible action as a result of closed session

- a) Discussion and possible action on IT Systems Manager Advance Step Hire – **John Schultz made a motion to approve the IT Systems Manager Advance Step Hire at pay grade 14, Step 7. 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.**
- b) Discussion and possible action on Deputy Treasurer Advance Step Hire – **John Lang made a motion to approve the Deputy Treasurer Advanced Step Hire at pay grade 6, Step 5. 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.**

7. Staff Reports

- a) County Clerk/Recorder – Nothing to report at this time.
- b) County Administrator – Dan Reimer reported that he has submitted his official letter of resignation as Jo Daviess County Administrator to Scott Toot and it will be on the April 12th County Board meeting agenda for acceptance and approval. Reimer's resignation will be effective May 31st. In our office, we are working with Furst Staffing and had one Zoom interview with a candidate, but we wanted to interview more candidates. Fortunately we already had one person from Furst staffing who works part time for the Highway Department, Nina Cooper, who works with Jamie and Steve Keeffer. She has a tremendous background, with a Finance degree from Northwestern. After interviewing, we offered her the position part-time and she agreed to help us three days a week, eight hours a day. We do have to share her services with the Highway Department. The pay rate is the same as what Highway is paying. She will be starting Monday and will be a great asset to our office. Reimer reviewed the General Fund Revenue report, which indicates we will end FY2020 \$531,000 better than budget. We are getting close to the end of the FY2020 audit and have received the draft documents. Our auditors will present the audit to the Finance Committee on

April 29th. Reimer gave a brief overview of the audit highlights for FY2020. He also reviewed Annual Average 2020 Labor Force Estimates and the County Employment statistics.

8. Summary of Committee Activities

- a) Don Hill, Social & Environmental, reported that the Health Department will be holding a meeting tomorrow. There is also a mass vaccination at River Ridge School on Wednesday. The Army National Guard will be there with 1,000 doses of the Johnson & Johnson vaccine. There are still open spots available.
- b) John Lang, Legislative, reported that they will have a Legislative Committee meeting on Thursday afternoon. The Illinois General Assembly is on a two week break right now.
- c) Bill Bingham, Law Enforcement & Courts, reported that they are making headway with the MDFPD Tower. There is a lease application with AT&T for use of the tower. This will be significantly less cost than we were originally anticipating. We are starting to have our meetings with Shive-Hattery to take care of our soffit/fascia project.

9. Citizens Comments – Joe Kratcha thanked the committee for all of their support in helping with his new hires.

10. Board Member Concerns – John Schultz commented that the annual township meetings will be tomorrow night if anyone is interested in attending.

The meeting adjourned at 7:23 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, Scott Toot, and LaDon Trost. Ayes: 8. Nays: 0.

The next meeting of the Executive Committee is scheduled for Tuesday, May 4, 2021 at 6:30 p.m.