

COMMITTEE REPORT

COMMITTEE: Executive Committee Meeting
CHAIRPERSON: John Lang, Chairperson
DATE/TIME: June 1, 2021 @ 6:30 pm

PRESENT:

☒ John Lang	☒ Diane Gallagher	☒ John Schultz
☒ Don Hill	☒ John Korth	☒ LaDon Trost
☐ Bill Bingham	☐ Vacant	☐ Vacant

A quorum was established.

Other Board Members: None.

Others: Scott Toot, Kevin Turner, and Angela Kaiser.

1. Minutes Approval

- a) Minutes of the May 4, 2021 Executive Committee meeting – **John Schultz made a motion to approve the May 4, 2021 Executive Committee meeting minutes as presented. Seconded by Diane Gallagher and the motion carried by roll call vote. Ayes – Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.**

2. Citizens' Comments – None.

3. Unfinished 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 FOIA request report.
- d) Update of Jo Daviess County Special Service Area Commissions – Nothing to report at this time.

4. New Business

- a) Discussion and possible action to Amend Resolution R2019-10 A Resolution to Approve the Reclassification of the Chief Deputy County Clerk Position, Amend the Jo Daviess County Pay Grade Structure Schedule, and Approve the Updated Position Description (Recommended by the Personnel Review Committee, meeting of May 20, 2021) – County Clerk/Recorder Angela Kaiser explained the proposed amendments to the resolution as changing the position from a FSLA Exempt status to a FSLA Non-Exempt status and the removal of tax extension duties. Neither of these changes would affect the current grade level of 10 and is mainly being done because she feels the position shouldn't be exempt. **Don Hill made a motion to move forward to the County Board a recommendation to amend R2019-10 A Resolution to Approve the Reclassification of the Chief Deputy County Clerk Position, Amend the Jo Daviess County Pay Grade Structure Schedule, and Approve the Updated Position Description as presented. Seconded by John Schultz and the motion carried by roll call vote. Ayes – Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.**

- b) Discussion and possible action on an employee tuition reimbursement policy – Administrator Scott Toot explained the item as something that was discussed at length in 2007-2008 for non-bargained employees, but a policy was never adopted. For employees covered under the FOP Collective Bargaining Agreement, tuition reimbursement is provided in the contract, but a line item has never been established. He recommends any tuition reimbursement that would need to be paid in FY2021 be paid from the Contingency Fund (016). Committee members agreed to using the Contingency Fund for employees that are covered under the collective bargaining agreement, but would like more information before recommended a policy that provides tuition reimbursement for non-bargaining employees, as well. John Lang suggested the matter be discussed by the Personnel Review Committee. **John Schultz made a motion to move forward to the County Board a recommendation to pay any tuition reimbursement provided for by the FOP Collective Bargaining Agreement and that meets any and all guidelines established for such reimbursement from the Contingency Fund (016). Seconded by LaDon Trost and the motion carried by roll call vote. Ayes – Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.**
- c) Discussion and possible action to amend P2018-11 Fraud, Waste, and Abuse Policy – Angela Kaiser explained this amendment is a housekeeping item, as the current policy lists the previous State’s Attorney by name as the Compliance Officer. The amendment makes the officer a generic State’s Attorney to avoid having to update actual names in policies. **Don Hill made a motion to move forward to the County Board a recommendation to amend P2018-11 Fraud, Waste, and Abuse Policy as presented. Seconded by Diane Gallagher and the motion carried by roll call vote. Ayes – Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.**
- d) Discussion and possible action to amend P2018-12 Whistleblower Protection Policy – Angela Kaiser explained this amendment is the same type of housekeeping item, as the current policy lists the previous State’s Attorney by name as the Compliance Officer. The amendment makes the officer a generic State’s Attorney to avoid having to update actual names in policies. **Don Hill made a motion to move forward to the County Board a recommendation to amend P2018-12 Whistleblower Protection Policy as presented. Seconded by John Schultz and the motion carried by roll call vote. Ayes – Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.**
- e) Discussion and possible action to amend P2018-1 Discrimination, Harassment, & Sexual Misconduct Policy – Angela Kaiser explained this amendment is the same type of housekeeping item, as the current policy lists the previous State’s Attorney by name as the Ethics Officer. The amendment makes the officer a generic State’s Attorney to avoid having to update actual names in policies. **John Schultz made a motion to move forward to the County Board a recommendation to amend P2018-1 Discrimination, Harassment, & Sexual Misconduct Policy as presented. Seconded by LaDon Trost and the motion carried by roll call vote. Ayes – Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.**
- f) Discussion and possible action an amendment to the Jo Daviess County Employee Handbook – Angela Kaiser explained the proposed amendments are the sections that address the previous three policies that are being amended. **John Schultz made a motion to move forward to the County Board a recommendation to amend the Jo Daviess County Employee Handbook as presented. Seconded by Don Hill and the motion carried by roll call vote. Ayes – Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.**

- g) Review Committee Assignments from 2019 County Board Retreat – The committee decided not to review at this time.
- h) Discussion and possible action on agenda for 2021 County Board Retreat – Scott Toot presented agenda for the 2021 County Board retreat, explaining the format would not be changing drastically from the 2019 retreat. **John Schultz made a motion to approve the agenda for the 2021 County Board Retreat as presented. Seconded by Diane Gallagher and the motion carried by roll call vote. Ayes – Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.**
- i) Discussion and possible action to Appoint Angela Kaiser as the IMRF Authorized Agent – Angela Kaiser explained the current IMRF Authorized Agent appointed by the County Board is no longer employed by Jo Daviess County, therefore until a new person can be hired, she is asking to be named the authorized agent. **John Schultz made a motion to move forward to the County Board a recommendation to appoint Angela Kaiser as the IMRF Authorized Agent. Seconded by John Korth and the motion carried by roll call vote. Ayes – Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.**

5. **Closed Session** – None.

6. **Possible action as a result of closed session** – None.

7. **Staff Reports**

- a) County Clerk/Recorder – Angela Kaiser reports the office is currently preparing for the state-mandated bi-annual voter purge, which will be done in July. She is currently accepting applications for the Chief Deputy County Clerk position and hopes to start interviewing next week. Recording has been consistently higher than the previous year, but is slowing down.
- b) County Administrator – Scott Toot reports he is preparing for the County Board retreat and continues to work towards a smooth transition of operation for the Transit. During meetings with The Workshop, it was determined that both parties would be agreement to moving the last day of operation from August 11, 2021 to July 31, 2021, so an agreement stating the amended date will be presented at the County Board meeting on June 8, 2021. With today as his first day in the office without previous Administrator Dan Reimer, he has been busy going through files and re-arranging the office to better suit his needs.

8. **Summary of Committee Activities**

- a) Diane Gallagher updated the committee on the activity of Planning & Development.
- b) Don Hill thanked the chairpersons of the Public Works and IT committees for cancelling their meetings last month to free up time in order for him to hold meetings regarding the Transit transition of operation from The Workshop to the County.

9. **Citizens' Comments** – None.

10. **Board Member Concerns**

- a) LaDon Trost asked why isn't there enough microphones at the table for everyone seated. It is very hard to hear people if they aren't using their microphones and when people have to share one, it

happens quite often that people are speaking without them. Scott Toot stated he would look into trying to get the table outfitted with more microphones.

- b) Diane Gallagher is concerned about current updates to messaging systems and the website. She has noticed a couple times where there is outdated information available and that is confusing to the public.

The meeting adjourned at 7:44 p.m. following a motion made by John Korth. Seconded by John Schultz and the motion carried by roll call vote. Ayes – Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.

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