

COMMITTEE REPORT

COMMITTEE: Executive Committee Meeting

CHAIRPERSON: John Lang, Chairperson

DATE/TIME: July 2, 2024 at 6:30 pm

PRESENT:

☒ John Lang

☒ LaDon Trost

☒ Dianne Allendorf

☒ John Creighton

☒ Diane Gallagher

☒ Don Zillig

☒ John Schultz

☒ Tina Brandel

A quorum was established.

Other Board Members: Michael Dittmar and Daisha Boehm

Others: Scott Toot

1. Minutes Approval

- a) Minutes of the June 4, 2024 Executive Committee meeting – **Zillig made a motion to approve the minutes of the June 4, 2024 Executive Committee meeting. Seconded by Schultz and motion passed following a voice vote resulting in all Ayes.**

2. Citizens' Comments – None.

3. Unfinished Business

- a) FY2023/FY2024 Strategic Goals and Plans – The Committee briefly reviewed the Strategic Goals and Plans.
- b) Update on Jo Daviess County FOIA requests – The Committee reviewed the June 2024 FOIA Requests.
- c) Courthouse Project Update and possible action – Toot gave his update on the Courthouse Renovation Project. Things are moving along nicely.

4. New Business

- a) Discussion and possible action on a change of location for the West Galena I voting precinct from the West Galena Town Hall to the former Galena Primary School located at 219 Kelly Lane, Galena, effective for November 5, 2024 General Election – **Schultz made a motion to approve a change of location for the West Galena I voting precinct from the West Galena Town Hall to the former Galena Primary School located at 219 Kelly Lane, Galena, effective for November 5, 2024 General Election. Seconded by Brandel and motion carried following a voice vote resulting in all Ayes.**
- b) Discussion and possible action on a change of location for the West Galena II and West Galena III voting precincts from Turner Hall to the former Galena Primary School located at 219 Kelly Lane, Galena, effective for the November 5, 2024 General Election – **Schultz made a motion to approve a change of location for the West Galena II and West Galena III voting precincts from Turner Hall to the former Galena Primary School located at 219 Kelly Lane, Galena, effective for the November 5, 2024 General Election Seconded by Gallagher and motion carried following a voice vote resulting in all Ayes.**

- c) Discussion and possible action to approve the Chief Deputy County Clerk's Position Description as amended (Recommended by the Personnel Review Committee, meeting of June 20, 2024) – There were originally Safety Coordinator duties added to this position with no increase in pay. The duties have now been added to the Emergency Management Agency Director's position description and hours have been added accordingly. **Schultz made a motion to approve the Chief Deputy County Clerk's Position Description as amended. Seconded by Allendorf and motion carried following a voice vote resulting in all Ayes.**
- d) Discussion and possible action to approve the addition of the Safety Coordinator's duties to the Emergency Management Agency Coordinator's Position Description with an increase of hours to 25 hours per week (1,300 hours per year) (Recommended by the Personnel Review Committee, meeting of June 20, 2024) – As mentioned above, the Safety Coordinator duties have been added to the EMA Coordinator's position description. This aligns more with the position than it would with where it previously lied, in the Chief Deputy County Clerk's duties. The addition of hours to the EMA position will also ensure there is enough time to prepare and initiate safety trainings. **Zillig made a motion to approve the addition of the Safety Coordinator's duties to the Emergency Management Agency Coordinator's Position Description, with an increase of hours to 25 hours per week (1,300 hours per year). Seconded by Gallagher and motion carried following a voice vote resulting in all Ayes.**
- e) Discussion and possible action to amend P2023-9, Non-Represented Employee Classification/Compensation Plan and Performance Management/Evaluation/Merit Pay Policy to remove the column for maximum wage, and to recommend a 4% increase in wage for FY2025 (Recommended by the Personnel Review Committee, meeting of June 26, 2024) – **Zillig made a motion to amend P2023-9, Non-Represented Employee Classification/Compensation Plan and Performance Management/Evaluation/Merit Pay Policy to remove the column for maximum wage, and to recommend a 4% increase in wage for FY2025. Seconded by Brandel and motion carried following a voice vote resulting in 7 Ayes and 1 Nay.**
- f) Discussion and possible action to amend the Employee Handbook as presented (Recommended by the Personnel Review Committee, meeting of June 26, 2024) – There were some minor changes in sick leave and accrual. **Gallagher made a motion to amend the Employee Handbook as presented. Seconded by Allendorf and motion carried following a voice vote resulting in all Ayes.**
- g) Discussion and possible action regarding reforming the Jo Daviess County Tax Abatement Program – This item was briefly discussed. Toot was told by Kaiser that this wasn't able to happen. There was discussion only.

5. Closed Session –

Allendorf made a motion to enter into closed session at 7:52 p.m. for the Collective bargaining section 2(c)2 "Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedule for one of more classes of employees."
Topic of Discussion: Collective Bargaining Negotiations – Teamsters Local #722

Seconded by Gallagher. Voice vote resulted in all Ayes and motion carried.

At 8:22 p.m., Schultz made a motion to reconvene to open session. Seconded by Zillig. Roll call vote resulted in all Ayes and motion carried.

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

7. Staff Reports

- a) County Administrator – Scott Toot gave his monthly report. He had already touched on the Courthouse Renovation Project earlier in the meeting. Basically, he’s been working on the courthouse renovation, the budget process and the Transit department negotiations. He has also been doing interviews for the EMA Coordinator.

8. Summary of Committee Activities

- a) Diane Gallagher – Development & Planning Committee – The D&P Committee received edits for the Comprehensive Plan and they’ll include an updated fiber map, info about hunting and grammatical changes.
- b) John Schultz – Finance, Tax & Budgets Committee – Finance met on June 27th. They reviewed Round 1 Revenue Estimates and allocated the 2024 Property Tax Levy, Payable 2025. The allocation of the 1% sales tax will be 25% Highway and 75% General Fund. The Budget Guidelines were also established.
- c) Tina Brandel – Information & Communications Technology Committee – The Committee did not meet this past month.
- d) John Creighton - Public Works Committee – There was no update from the Public Works Committee
- e) John Lang – Legislative Committee – Legislative did not meet this past month. He spoke about the grocery tax and municipalities.
- f) Dianne Allendorf – Social & Environmental Committee – S&E had some more Transit contracts this past month. She said there was a concern over approving them if there was a potential strike in the future. Hermesen made the committee aware that she was approached for the contracts.
- g) LaDon Trost – County Board Chairman – There have been a lot of new issues and they have been very busy.

9. Citizens’ Comments –

- 10. Board Member Concerns** – Creighton mentioned how the Supreme Court declined to hear the appeal on the Illinois assault weapons ban. Zillig hopes everyone has a Happy Fourth of July. Gallagher asked that anyone who has had a particular business that has been impacted by zoning, she’d appreciate being informed.

11. Adjourn

The next meeting of the Executive Committee is scheduled for Tuesday, July 2, 2024 at 6:30 p.m.

The meeting adjourned at 8:34 p.m. following a motion made by John Schultz. Seconded by Don Zillig and the motion carried by voice vote.