

COMMITTEE REPORT

COMMITTEE: Executive Committee Meeting
CHAIRPERSON: John Lang, Chairperson
DATE/TIME: September 3, 2024 @ 6:30 pm

PRESENT:

☒ John Lang,
☒ LaDon Trost
☒ Dianne Allendorf

☐ Diane Gallagher
☒ John Creighton

☒ John Schultz
☒ Don Zillig

A quorum was established.

Other Board Members: Michael Holt, Daisha Boehm, and Michael Dittmar.

Others: Angela Kaiser.

1. Minutes Approval

- a) Minutes of the August 6, 2024 Executive Committee meeting – **Minutes were not available for approval.**

2. Citizens' Comments – None.

3. Unfinished Business

- a) FY2021/FY2022 Strategic Goals and Plans – The committee reviewed their list of goals and plans.
- b) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report.
- c) Courthouse Project Update and possible action – Bill Groh from Shive-Hattery updated the committee on the progress thus far. Supplies are starting to arrive and they continue to review change orders, both as additional expenses and cost savings through value engineering. At this point, he estimates \$107,000 has been expended of the dedicated \$300,000 in contingency. They had anticipated the terrazzo flooring could be swapped out for a less expensive option, but it turned out to be the better value, so they will use terrazzo. The addition should be enclosed by the time the weather turns. Steve Keeffer says he believes we are on track at this stage of the project and feels the major structural surprises should be behind us.

4. New Business

- a) Discussion and possible action to conduct a County Administrator search – Angela Kaiser, County Clerk and acting County Administrator provided the committee with information on previous searches that have been done by the county. In 2003, the county used the Par Group for their search. In 2006 and 2021, the county put together a sub-committee of board members and elected officials to do their own search. She's been in touch with John Phillips, Senior Advisor for ICMA, who helped the search committee in 2021. He provided salary comparison information, as well as contact information for Mark Peterson from MGT, previously known as GovHR USA, who provide administrator search services. The committee feels using a search firm is the best option, but would like to hear from more than one firm. **John Schultz made a motion to direct Angela Kaiser to put together a list of potential search firms to present at the next Executive Committee meeting. Seconded by Dianne Allendorf and the motion carried by voice vote.**

- b) Discussion and possible action to reinstate a part-time Inspector position – The committee discussed the need for additional help in the Planning & Development office. They would like to see the job duties be the same as the current Code Enforcement Officer and experience doing electrical inspections would be ideal. **John Schultz made a motion to direct the Personnel Review Committee to review the position description and make a recommendation on grading at their meeting on September 12, 2024. Seconded by Dianne Allendorf and the motion carried by voice vote.**
- c) Discussion and possible action on the funding source for the Planning & Development Administrative Assistant position – The committee continued the discussion regarding the staffing needs in the Planning & Development office. The county currently employs a full-time Administrative Assistant, with their time split 50/50 between Planning & Development and Economic Development (NWILED). Half of the salary and benefits are paid from Fund 018 Economic Development and are considered a contribution in kind of NWILED. If the position begins to devote 100% of their time to Planning & Development, the position will be funded 100% from Fund 001 General Fund and there will need to be an adjustment to the contribution to NWILED going forward. If approved, the FY25 budgets will need to be amended during the budget workshops, as they've already been reviewed during the joint review meetings. **Dianne Allendorf made a motion to move forward to the County Board a recommendation the position of the full-time Administrative Assistant work 100% for Planning & Development and be paid 100% from Fund 001 General Fund. Seconded by John Schultz and the motion carried by voice vote.**

5. Staff Reports

- a) County Administrator – Angela Kaiser submitted a written report of activity since she had assumed the additional duties of Administrator. A recommendation from Personnel Review regarding the EMA director will be brought to Executive on September 5, 2024, during the next joint budget review meeting. She talked about meeting with Carroll County regarding a possible merge of EMA services, but it was determined this would not be in Jo Daviess County's best interest. Ad-Hoc Health Insurance met and made recommendations to Finance, Tax & Budgets on renewals, policies and the family HSA employer contribution, but tabled voluntary benefit options until further information could be received.

6. Summary of Committee Activities

- a) Dianne Allendorf: Social & Environmental has asked Transit Director/PCOM Nicole Hermesen to present at the next county board meeting, explaining how contract revenue benefits the overall funding of the Transit. They are also recommending the creation of an Ad-Hoc Mental Health Committee.

7. Citizens' Comments – None.

8. Board Member Concerns – None.

The meeting adjourned at 7.57 p.m. following a motion made by John Schultz. Seconded by Dianne Allendorf and the motion carried by voice vote.

The next meeting of the Executive Committee is scheduled for Tuesday, October 1, 2024 at 6:30 p.m.