

COMMITTEE REPORT

COMMITTEE: Executive Committee Meeting
CHAIRPERSON: John Lang, Chairperson
DATE/TIME: September 6, 2022 at 6:30 pm

PRESENT:

☒ John Lang
☒ Don Hill
☐ Bill Bingham

☒ Diane Gallagher
☐ John Korth

☒ John Schultz
☒ LaDon Trost

A quorum was established.

Other Board Members: None.

Others: Melisa Hammer, Nicole Hermsen, Margaret Larsen, Bill Kimball, Sandra Schleicher, Scott Toot and Mary Althof

1. Minutes Approval

- a) Minutes of the August 2, 2022 Executive committee meeting – **John Schultz made a motion to approve the minutes of the August 2, 2022 Executive Committee meeting. Seconded by LaDon Trost and motion carried by voice vote.**

2. Citizens' Comments – None.

3. **Review and Summary of FY2023 Budget Process to Date** – Scott Toot reported that we are on Step 5 of the budget process and the next steps will be the Budget Workshops. We are also in the seventh meeting this month of the committee meetings where the budgets have been presented. The first one was on August 15 with Law Enforcement & Courts, the second on August 18 with Social & Environmental, August 22 with Public Works, August 23 with Development & Planning, August 25 with Finance, Tax & Budgets. August 31 with Information Communication Technology Committee and tonight with Executive. We have five budgets up for tonight.

4. Budget Review Session with Executive Committee

a) **Executive**

- a) *Extension Education Fund (023) – SF* – Margaret Larson presented the Extension Education Fund (023) Budget. **John Schultz made a motion to accept the Extension Education Fund (023) Budget and associated fund description and move forward to the Finance Committee with revenues of \$82,885 and expenditures of \$82,885. Seconded by Diane Gallagher and motion carried by voice vote.**
- b) *911 Emergency Services Fund (007) – SF* – Bill Kimball presented the 911 Emergency Services Fund (007) Budget. **LaDon Trost made a motion to accept the 911 Emergency Services Fund (007) Budget and associated fund description and move forward to the Finance Committee with revenues of \$492,276 and expenditures of \$491,528. Seconded by John Schultz and motion carried by voice vote.**
- c) *ETSB Capital Equipment & Investment Fund (075) – SF* – Bill Kimball also presented the ETSB Capital Equipment & Investment Fund (075) Budget. **John Schultz made a motion to accept the ETSB Capital Equipment & Investment Fund (075) Budget and associated fund description and move forward to the Finance Committee with revenues of \$25,619 and expenditures of \$50,000. Seconded by LaDon Trost and motion carried by voice vote.**

- d) County Board (001-40102) – GF- Scott Toot presented the County Board (001-40102) Budget. **Don Hill made a motion to approve the County Board (001-40102) Budget and move forward to the Finance Committee with expenditures of \$133,328.84. Seconded by John Schultz and motion carried by voice vote.**
 - e) County Administrator (001-40103) – GF- Scott Toot also presented the County Administrator (001-40103) Budget. **Diane Gallagher made a motion to approve the County Administrator (001-40103) Budget and move forward to the Finance Committee with expenditures of \$252,099.81. Seconded by John Schultz and motion carried by voice vote.**
5. **Discussion and possible action to approve mandatory/necessary expense requests to increase/decrease FY2023 Budget target amounts** – There were no mandatory/necessary expense requests to approve at this time.
6. **Review Unfunded Requests and possible action to move them forward to the FY2023 Unfunded Request List** – Scott Toot added an unfunded request for a shared vehicle to be used by department heads for meetings, seminars and department business to the list of unfunded items.
7. **Unfinished Business**
- a) **FY2022 Strategic Goals and Plans – Update status** – The committee did not review their strategic goals and plans since there is a heavy agenda this evening.
 - b) **Update on Jo Daviess County FOIA requests** – The committee reviewed the updated FOIA request report.
 - c) **Update on a position classification and compensation study for Jo Daviess County** – Scott Toot, County Administrator, reported that we are in the pay plan information scenario. He spoke to the consultant last week and by the end of the month we will have a final report submitted and then appeals.
8. **New Business**
- a) **Discussion and possible action on the 2023 Jo Daviess County Holiday Schedule** – John Lang commented that we have fifteen holidays. Scott Toot added that on page 32 of the packet. There is no election day this year but there is Juneteenth for a total of fifteen days. Also included in the packet was the judicial calendar. **Don Hill made a motion to approve the 2023 Jo Daviess County Holiday Schedule as presented. Seconded by John Schultz and motion carried by voice vote.**
 - b) **Discussion and possible action on Jo Daviess County Employee Handbook amendments** – Scott Toot commented that there are some changes to the Employee Handbook due to the Family Bereavement Act. There will also need to be the addition of the Juneteenth holiday. **John Schultz made a motion to approve the Jo Daviess County Employee Handbook amendments as presented with the addition of the Juneteenth holiday. Seconded by Diane Gallagher and motion carried by voice vote.**
 - c) **Discussion and possible action on Jo Daviess County FY2023 Health Insurance Renewal with Medical Associates Group Health Insurance Plan with a 5.0% increase in rates for FY2023 (Recommended by the Ad-Hoc Health Insurance Committee, meeting of August 15, 2022)** – Scott Toot reviewed the FY2023 Health Insurance Renewal with Medical Associates Group Health Insurance Plan with a 5.0% increase in rates. **John Schultz made a motion to approve the Jo Daviess County FY2023 Health Insurance Renewal with Medical Associates Group Health Insurance Plan with a 5.0% increase in rates for FY2023. Seconded by LaDon Trost and motion carried by voice vote.**

- d) **Discussion and possible action on Voluntary Supplemental Insurance United Healthcare Group Dental Insurance with no change in rates for FY2023 (Recommended by the Ad-Hoc Health Insurance Committee, meeting of August 15, 2022)** – Scott Toot informed the committee that this voluntary supplemental insurance is paid by the employees. There is no cost to the County and there is no increase in the premium. **John Schultz made a motion to approve the Voluntary Supplemental Insurance United Healthcare Group Dental Insurance with no change in rates for FY2023. Seconded by Don Hill and motion carried by voice vote.**
- e) **Discussion and possible action on Aflac Group Accident Advantage Plus Insurance with no change in rates for FY2023 (Recommended by the Ad-Hoc Health Insurance Committee, meeting of August 15, 2022)** – Scott Toot commented that again, there is no cost to the County and no increase in premium to the employees. **John Schultz made a motion to approve the Aflac Group Accident Advantage Plus Insurance with no change in rates for FY2023. Seconded by Diane Gallagher and motion carried by voice vote.**
- f) **Discussion and possible action on Aflac Group Critical Illness Advantage Insurance with no change in rates for FY2023 (Recommended by the Ad-Hoc Health Insurance Committee, meeting of August 15, 2022)** – LaDon Trost made a motion to approve the Aflac Group Critical Illness Advantage Insurance with no change in rates for FY2023. Seconded by John Schultz and motion carried by voice vote.

9. Closed Session – None.

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

11. Staff Reports

- a) County Clerk/Recorder – Angela Kaiser, County Clerk & Recorder was not in attendance this evening. There was no report at this time.
- b) County Administrator – Scott Toot reported that starting in June and finishing in September, he has completed the Professional Leadership Development Academy. It's been quite a journey and Toot has learned a lot. He is continuing to work on the budget. Melisa Hammer and Angie Kaiser have been helping a lot the last two months. We do have an employee for the Administrative Assistant position who will be starting on Monday, September 12th. Toot really likes the new budgeting software, is getting used to it and is glad that we are using it. He really likes the notes. His biggest complaint is that we can't put the target amounts and fund balance on there. We have a schedule for the budget workshops but may have to change them.

12. Summary of Committee Activities

- a) Diane Gallagher: Development and Planning Committee, reported that Chairman Hill has pulled people together for a steering committee to look at things.
- b) John Schultz: Finance Committee, reported that the steering committee is hopefully going to reduce the amount of work necessary by the group that we hire and it will cost us less. We had a budget meeting on the 25th. We moved through some 13 funds. We talked about changing the compensation for election judges. We also talked about getting rid of some dormant existing accounts. We discussed some insurance items and the employee furlough program.
- c) LaDon Trost: Public Works Committee, reported that they discussed the solar on the Highway Department facility. He does not feel that it will benefit us at this time. John Schultz was in agreement.

They also had discussion on the County owned cemeteries that we are responsible for the upkeep of. We had a discussion on a regional grant application by Blackhawk Hills Regional Council for federal funding of safe streets and roads. There was discussion and action on the pickup truck bids.

- d) Don Hill: Social & Environmental Committee, reported that they met and went over the budget items. Some budgets were not ready. Tomorrow night Public Health meets and they will go over the budget. We have a public hearing for raising some fees. Hopefully we get everything in. Last time we did not have a quorum. Hill got a report on the County Administrator and he has excelled in all of his Leadership classes.
- e) John Lang: Legislative Committee, reported that he sent out a personal letter to all of the EMS coordinators, fire chiefs, township supervisors on the purposed advisory referendum. He got a call today from Cal Cain, from Menominee-Dunleith with an additional point that he wants considered. He would like their fire district to be considered included since they do respond for EMS calls.

13. Citizens' Comments – Nicole Hermesen commented that the Transit budget was all ready to go and everything was fine but a week later the state did decide to give us \$40,000 additional dollars towards our grant so that was not originally accounted for.

14. Board Member Concerns: John Lang thanked Melisa Hammer for attending all of these committee meetings for the budget. He thanked Angie Kaiser for her assistance as well.

The meeting adjourned at 8:06 p.m. following a motion made by John Schultz. Seconded by Diane Gallagher and the motion carried by voice vote.

The next meeting of the Executive Committee is scheduled for Tuesday, October 4, 2022 at 6:30 p.m.