

COMMITTEE REPORT

COMMITTEE: Executive Committee Meeting
CHAIRPERSON: John Lang, Chairperson
DATE/TIME: December 5, 2023 at 6:30 pm

PRESENT:

☒ John Lang
☒ LaDon Trost
☒ Dianne Allendorf

☒ John Creighton
☒ Diane Gallagher
☒ Don Zillig

☒ Steve McIntyre
☒ John Schultz zoom

A quorum was established.

Other Board Members: None.

Others: Nicole Hermsen, Melisa Hammer and Scott Toot.

1. Minutes Approval

- a) Minutes of the November 7, 2023 Executive Committee meeting – **Gallagher made a motion to approve the minutes of the November 7, 2023 Executive Committee meeting as presented. Seconded by Allendorf and motion carried following a voice vote resulting in all Ayes.**

2. Citizens' Comments – None.

3. Unfinished Business

- a) FY2023/FY2024 Strategic Goals and Plans – The committee reviewed their strategic goals and plans. There was nothing more to add at this time.
- b) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report.
- c) Courthouse Project Update and possible action – Scott Toot, County Administrator, said he was contacted by the architect on Friday. They won't have the construction documents out until January. The final date of completion will not be delayed because of it.

4. New Business

- a) Discussion and possible action to recommend the Non-Represented Employee Classification/Compensation Plan and Performance Management/Evaluation/Merit Pay Policy and related forms – **Trost made a motion to recommend the Non-Represented Employee Classification/Compensation Plan and Performance Management/Evaluation/Merit Pay Policy and related forms. Seconded by Schultz and motion carried following a voice vote resulting in all Ayes.**
- b) Discussion and possible action to recommend to abolish P2019-2 Performance Management, Performance Evaluation, & Employee Merit Pay Policy and related forms – **Gallagher made a motion to recommend to abolish P2019-2 Performance Management, Performance Evaluation, & Employee Merit Pay Policy and related forms. Seconded by Schultz and motion carried following a voice vote resulting in all Ayes.**

- c) Discussion and possible action to recommend to abolish P2019-3 New Position Classification & Reclassification Review Policy and related forms – **Schultz made a motion to recommend to abolish P2019-3 New Position Classification & Reclassification Review Policy and related forms. Seconded by Gallagher and motion carried following a voice vote resulting in all Ayes.**
- d) Discussion and possible action to recommend an amendment to P2023-5 Retiree Health Insurance Assistance Policy – There was an amendment made to some wording in the policy. It may have been perceived as a loophole, but this amendment would eliminate that. **Allendorf made a motion to recommend an amendment to P2023-5 Retiree Health Insurance Assistance Policy. Seconded by Zillig and motion carried following a voice vote resulting in all Ayes.**
- e) Discussion and possible action to recommend amending the Employee Handbook – **Gallagher made a motion to recommend amending the Employee Handbook. Seconded by Creighton and motion carried following a voice vote resulting in all Ayes.**
- f) Discussion and possible action to amend or suspend P2017-1 Fixed Asset Management Policy, 5. Disposal of Surplus Property Other than Real Estate Section – This item was postponed.
- g) Discussion and possible action to amend P2018-2 Emergency County Office Closing Policy – **Creighton made a motion to recommend amending P2018-2 Emergency County Office Closing Policy. Seconded by Zillig and motion carried following a voice vote resulting in all Ayes.**
- h) Discussion and possible action to amend P2007-3 Certificate of Insurance Policy - Toot mentioned that he researched to see what other counties are doing for their Certificate of Insurance policies. He said Stephenson County has the same limits as we already have, and that Chris Allendorf, State's Attorney, advised that we do not change the limits of our policy. There was no action taken on this item.
- i) Discussion and possible action to reduce the number of members of the Personnel Review Committee – Reducing the number of members for the Personnel Review Committee would put the committee at 12 members; Four (4) County Board members, the County Administrator and seven (7) Department Heads. **Trost made a motion to reduce the number of members of the Personnel Review Committee to 12 members, with four County Board members, the County Administrator and seven Department Heads. Seconded by Schultz and motion carried following a voice vote resulting in all Ayes.**
- j) Discussion and possible action to combine the Personnel Review Committee and the Ad-Hoc Health Insurance Committee and to reduce the number of members – Toot suggested this item be postponed. There was no action taken on this item.

5. Staff Reports

- a) County Clerk/Recorder – Angela Kaiser, County Clerk & Recorder, was not in attendance at this time.
- b) County Administrator – Scott Toot, County Administrator, gave his report earlier in the meeting during his Courthouse Renovation update.

6. Summary of Committee Activities

- a) John Creighton: Public Works Committee – Creighton said him and Trost met with Steve Keeffer to discuss the UTV Ordinance in the County. They are going to revamp their first draft and should be in front of the Executive Committee for next month's meeting.
- b) Don Zillig: Law Enforcement & Courts Committee – There is a sophisticated communications system that ETSB took to the Law & Courts Committee. It will be going to County Board.
- c) Steve McIntyre: Information & Communications Technology Committee – McIntyre reported they had no meeting this past month.
- d) Diane Gallagher: Development & Planning Committee and Ad-Hoc Comprehensive Plan Committee – Gallagher reported that D&P had a November meeting. They reviewed some of the survey results that the Comprehensive Plan had reported.
- e) John Lang: Legislative Committee – Lang commented there won't be a December meeting for the Legislative Committee.
- f) Dianne Allendorf: Social & Environmental Committee – Allendorf reported Social & Environmental renewed several of the Transit contracts, and also approved new ones. The Health Department will be getting some more mental health services through the Freeport Health Network.
- g) John Schultz: Finance Committee – Schultz reported that the Finance Committee was run by Lang in his absence. He said that we sold nine or ten properties which will now be on the tax rolls.
- h) LaDon Trost: He expressed his concern over the delay of the Courthouse Renovation project. Things are moving forward, but the delay changes things a bit.

7. Citizens' Comments – None.

- 8. Board Member Concerns** – McIntyre asked Hermesen about the replacement of vehicles for the Transit department and asked if there was any update on those. She said she has no update. Gallagher wants everyone to have a safe holiday. She reminded everyone that NWILED has their annual meeting coming up in the New Year.

9. Adjourn

The next meeting of the Executive Committee is scheduled for Tuesday, January 2, 2023 at 6:30 p.m.

The meeting adjourned at 7:34 p.m. following a motion made by McIntyre. Seconded by Zillig and the motion carried by voice vote.