

COMMITTEE REPORT

COMMITTEE: Executive Committee Meeting
CHAIRPERSON: John Lang, Chairperson
DATE/TIME: December 7, 2021 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: Steve McIntyre.

Others: Scott Toot, Joe Kratcha, Steve Keeffer, Laura Edmonds, Nicole Hermesen, and Angela Kaiser.

1. Minutes Approval

- a) Minutes of the November 2, 2021 Executive Committee meeting – **John Schultz made a motion to approve the November 2, 2021 Executive Committee meeting minutes as presented. Seconded by Diane Gallagher and the motion carried by voice vote.**

2. Citizens' Comments – None.

3. Unfinished Business

- a) FY2021/FY2022 Strategic Goals and Plans – Nothing to report at this time.
- b) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report.
- c) Discussion and possible action on County Board Compensation Plan – Chairperson Lang presented a ten year draft schedule of compensation for the committee to review. All decisions made will be included in a resolution to be forwarded to the County Board on December 14, 2021.
- Don Hill made a motion to set the Board Member per diem of \$70 for years 2022-2024, \$75 for years 2024-2028, and \$80 for years 2028-2032. Seconded by John Schultz and the motion carried by voice vote.
 - John Schultz made a motion to set the Board Chair salary of \$6,000 for years 2022-2026, \$6,600 for years 2026-2030, and \$7,200 for years 2030-2032. Seconded by Diane Gallagher and the motion carried by voice vote.
 - Don Hill made a motion to set the Board Vice-Chair stipend of \$600 for years 2022-2024, \$650 for years 2024-2028, and \$700 for years 2028-2032. Seconded by John Schultz and the motion carried by voice vote.
 - John Schultz made a motion to set the Committee Chair stipend of \$600 for years 2022-2024, \$650 for years 2024-2028, and \$700 for years 2028-2032. Seconded by Diane Gallagher and the motion carried by voice vote.
 - Diane Gallagher made a motion to set the Committee Vice-Chair per diem at \$50 each time they are required to fill in for the Committee Chair. Seconded by John Schultz and the motion carried by voice vote.
 - **John Schultz made a motion to move forward to the County Board a recommendation to approve a Resolution Establishing Compensation for County Board members with the amounts discussed and approved. Seconded by LaDon Trost and the motion carried by voice vote.**

4. New Business

- a) Discussion and possible action regarding reapportionment of districts for the Jo Daviess County Board based on 2020 Census data – IT/GIS Coordinator Joe Kratcha and IT Technician Diane Williams were tasked with taking the 2020 Census data and adjusting county board boundaries for districts that no longer comply with the 10% deviation in population from the 2010 Census. A proposed map was presented to the committee for review. The 2020 population of 22,035 is divided by 17 districts to create a target of 1,296 people per district. There were 5 districts below the threshold of 95% and 3 districts above the threshold of 105%. The most drastic changes occur in Districts 5, 6, 8, 9, and 15. Once approved, the new boundaries will be included in the reapportionment plan to be submitted by December 31, 2021. **John Schultz made a motion to move forward to the County Board a recommendation to approve the proposed map as presented of County Board district boundary changes required for the ten year reapportionment plan. Seconded by LaDon Trost and the motion carried by voice vote.**
- b) Discussion and possible action to approve possible changes to election precinct boundary lines in Jo Daviess County – County Clerk Angela Kaiser is recommending changes to the precinct boundary lines of Dunleith I, Dunleith II, Dunleith III, Stockton I, Stockton II, West Galena I, West Galena II and West Galena III to coincide with the proposed reapportionment plan that will adjust CB district lines. She is also recommending combining Warren I and Warren II into one precinct, as the combined total number of voters is below the statutory maximum. **John Schultz made a motion to move forward to the County Board a recommendation to approve changes to the precinct boundary lines of Dunleith I, Dunleith II, Dunleith III, Stockton I, Stockton II, West Galena I, West Galena II and West Galena III and the combination of Warren I and Warren II into one precinct. Seconded by LaDon Trost and the motion carried by voice vote.**
- c) Discussion and possible action on a Resolution to Approve the Reclassification of the Administrative Assistant Position – County Administrator’s Office, Amend the Jo Daviess County Pay Grade Structure Schedule regarding the Administrative Assistant Position – County Administrator’s Office, and Approve the Updated Position Description – County Administrator Scott Toot detailed the process of requesting the reclassification of the position. The request be sent to Carlson Dettmann after Personnel Review found it to be appropriate. Carlson Dettmann has made a recommendation to raise the position from a Grade 4 to a Grade 6. **Diane Gallagher made a motion to move forward to the County Board a recommendation to approve a Resolution to Approve the Reclassification of the Administrative Assistant Position – Administration, Amend the Jo Daviess County Pay Grade Structure, and Approve the Updated Position Description. Seconded by John Schultz and the motion carried by voice vote.**
- d) Discussion and possible action on a Resolution Authorizing Execution and Amendment of Federal Section 5311 Grant Agreement – Transit Director/PCOM Nicole Hermsen explained the need for the resolution to complete the grant process. **Diane Gallagher made a motion to move forward to the County Board a recommendation to approve a Resolution Authorizing Execution and Amendment of the Federal Section 5311 Grant Agreement. Seconded by John Schultz and the motion carried by voice vote.**

Items e, f, and g will be addressed after closed session.

5. Closed Session

John Schultz made a motion to enter into closed session at 7:33 p.m. for the purpose of Personnel section 2(c)1 "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Topic of Discussion – Chief County Assessment Officer, GIS/IT IT Systems Manager, Highway Staff Engineer/Advance Step Hire. Seconded by Diane Gallagher and the motion carried by voice vote.

At 8:12 p.m., John Schultz made a motion to reconvene to open session. 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.

6. Possible action as a result of closed session

- a) Discussion and possible action regarding salary increase request by CCAO – **Don Hill made a motion to move forward to the County Board a recommendation to approve increasing the Chief County Assessment Officer Laura Edmonds salary to \$63,914, which represents an increase of 8%. 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 the GIS/IT Systems Manager Position – **Don Hill made a motion to move forward to the County Board a recommendation to approve hiring a GIS/IT Systems Manager at a Grade 14, Step 3, which is a salary of \$58,087. 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**
- c) Discussion and possible action on the Highway Staff Engineer Position and an associated advance step hire request – **John Schultz made a motion to move forward to the County Board a recommendation to approve an advance step hire of a Highway Staff Engineer at a Grade 12, with a salary of \$62,000. 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**

2. Staff Reports

- a) County Clerk/Recorder – Angela Kaiser reports the Recorder's Office has two new employees and the Clerk's Office is busy working on implementing legislative changes to the election code.
- b) County Administrator –Scott Toot reports his office is starting to prepare for the FY2021 audit with a pre-audit meeting scheduled for December 20, 2021.

3. Summary of Committee Activities

- a) Diane Gallagher: Development & Planning is working on simplifying zoning processes.
- b) John Schultz: Finance, Tax, & Budget has completed the FY2022 budget process.
- c) LaDon Trost: Public Works met this month and will be bringing a few items to the County Board meeting.

- d) Don Hill: Social & Environmental will be making a recommendation to write a letter in support of passenger rail service in Jo Daviess County.

4. Citizens' Comments

- a) Laura Edmonds thanked the committee for their consideration and continued support.

5. Board Member Concerns

- a) Diane Gallagher thanked Representative Andrew Chesney for all he does for Jo Daviess County.

The meeting adjourned at 8:35 p.m. following a motion made by John Korth. Seconded by John Schultz and the motion carried by voice vote.

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

CLOSED SESSION
JO DAVIESS COUNTY EXECUTIVE COMMITTEE MEETING
DECEMBER 7, 2021

The board entered closed session at 7:34 p.m. to discuss:

Personnel section 2(c)1

"The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity". Topic of Discussion – Chief County Assessment Officer, GIS/IT Systems Manager, Highway Staff Engineer/Advance Step Hire.

Present were members Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Present: 6. County Board Member Steve McIntyre, County Administrator Scott Toot, and County Clerk Angela Kaiser were also present.

Scott Toot started the discussion by explaining the reasoning for the C.C.A.O. Laura Edmonds' request to have her salary increased. She has compiled a list of assessors in the state, with the number of parcels they have and their current salary, to present in support of her request. Laura has been employed by the County since 2008, first as a Chief Deputy and then appointed C.C.A.O. in 2019. The position's salary is significantly lower than what the market would suggest is fair and she is asking for the board's consideration in raising it to a level that is more competitive. A mitigating factor in her request is that early in 2021, another department head in the same grade level of 12 was hired at an advance step salary of \$59,900. This person was hired with no experience and has created an unfair discrepancy within the department heads in this grade level. Scott is recommending an 8% increase in salary for Laura, which would bring it to \$63,914 annually.

Joe Kratcha entered closed session at 7:51.

Joe is asking the committee to approve the hiring of current IT Technician Zach Schieltz as the GIS/IT Systems Manager at a Grade 14, Step 3, which would be a salary of \$58,087. He confirmed that his FY2022 budget will not be negatively impacted by this promotion.

Joe Kratcha left closed session and Steve Keeffer entered closed session at 8:03.

Steve is asking the committee to approve the advance step hire of a staff engineer at Grade 12 with a salary of \$62,000. He believes this is what the market reflects for recent engineering graduates and hopes to groom him to eventually be ready to be Steve's replacement at the time of his retirement. The cost of hiring a staff engineer was approved during the FY2022 budget process, therefore there will be no changes required.

The board left closed session at 8:12 p.m.

Opened 10.03.23