

# REVISED AGENDA

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## PERSONNEL REVIEW COMMITTEE

Thursday, November 16, 2023 at 10:00 a.m.

Jo Daviess County Courthouse – 3<sup>rd</sup> floor County Board Room

### **Meeting is Accessible via Audio Call-in**

#### **3<sup>rd</sup> Floor Evacuation Policy**

1. The Chairman at all public meetings held in the third floor County Board room shall instruct the public how to exit in case of emergency.
2. Exit down hall in either direction.
3. After 4:00 p.m. the door at the end of the hall opposite the elevator is locked.
  - a) **To open pull Fire Alarm.**
4. A sign shall be placed at the locked door, instructing how to open the door by pulling the fire alarm.
5. On the second floor you may exit using the doors on the Meeker Street side, **or** continue to the first floor to exit building.
6. Do not use elevator in case of fire.

1. Call to Order
2. Roll Call – Establishment of Quorum
3. Approval of Minutes
  - a) Minutes of November 6, 2023 Personnel Review Committee meeting.
4. Citizens' Comments
5. Unfinished Business
6. 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
  - b) Discussion and possible action to recommend to abolish P2019-2 Performance Management, Performance Evaluation, & Employee Merit Pay Policy and related forms
  - c) Discussion and possible action to recommend to abolish P2019-3 New Position Classification & Reclassification Review Policy and related forms
  - d) Discussion and possible action to recommend an amendment to P2023-5 Retiree Health Insurance Assistance Policy
  - e) Discussion and possible action to recommend offering training sessions on employee evaluation procedures.
  - f) Discussion and possible action to recommend amending the Employee Handbook
7. Committee Member Comments/Concerns
8. Establish future meeting date
9. Citizens' Comments
10. Adjourn

**This meeting will be held virtually. The public may attend in person; however we encourage you to attend via Zoom audio as follows:**

<https://us06web.zoom.us/j/87420165874?pwd=jlSCEr3L2JOpL11r8d3C3mGPMOjTK.1>

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Call in number: +1 312 626 6799 US (Chicago)  
+1 309 205 3325 US  
+1 507 473 4847 US

Meeting ID: 874 2016 5874  
Passcode: 704586

**Call-in information is also available on the JDC website at [www.jodaviesscountyil.gov](http://www.jodaviesscountyil.gov)**