

AGENDA

PERSONNEL REVIEW COMMITTEE

Thursday, May, 20, 2021 @ 2:00 p.m.
Courthouse – 3rd floor County Board Room

Meeting is Accessible via Audio Call-in

3rd 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 September 25, 2020 Personnel Review Committee meeting.

4. Citizens' Comments

PLEASE NOTE CHANGE: To promote health and safety, we encourage the public to follow the Gubernatorial 'shelter in place' Executive Order. Therefore, in addition to standard (in-person) public comments at Jo Daviess County Board and Committee meetings, we will accept public comment via call-in during the time reserved for public comments or via email. Individuals or groups wishing to comment can email statements to the County Administrator's Office at countyadministrator@jodaviess.org by Thursday, May 20, 2021 at 1:00 pm.

Statements received by the deadline will be read aloud as part of the record, pursuant to the time parameters in Jo Daviess County Board Rules (three minutes per individual). The entirety of the statement will be placed in the official minutes, even if the statement reads longer than the time limit allows.

We take very seriously the recommendations from the Centers for Disease Control and Prevention (CDC) to socially distance and the Governor's Executive Order 2020-10, wherein no more than ten people can convene in one place. **We encourage you to submit your public comment via email.** Public comment and emailed comments will proceed in the order in which they are received.

If you choose to provide comment in person, requests must be received by the County Administrator's Office at countyadministrator@jodaviess.org at least one hour prior to any scheduled public meeting. Due to COVID-19, current policy allows only persons with urgent or essential business to enter the Courthouse. Any person who requests to enter the

Courthouse may be subject to a screening process, including but not limited to answering

AGENDA

medical questions and having their temperatures taken before being allowed to enter. Information on how to access Jo Daviess County Committee or County Board meetings will be displayed on each meeting agenda.

1-5-22: Visitors

- A. Addressing the Board: Except during the time allotted for public comment, no person, other than a member of the board, shall address that body, except with the consent of the presiding officer.
- B. Identification: Each person addressing the board shall give his/her name and address in an audible tone of voice for the record and shall limit his/her remarks to no more than three (3) minutes. All remarks shall be addressed to the board as a body and not to any one member. No person, other than the board and person having the floor shall be permitted to enter into any discussion, either directly or through a member of the board, with the permission of the presiding officer. No question shall be asked a board member except through the presiding officer. (Ord., 10-14-2008)

5. Unfinished Business

6. New Business

- a) Discussion and possible action on a plan to implement new hire Jo Daviess County Transit employees into the pay grade structure schedule of the Jo Daviess County Position Classification System Plan for Non-Represented/Non-Elected Employees.
- b) Discussion and possible action to amend the Jo Daviess County Employee Handbook:
 - i. Possible fringe benefits for part-time Jo Daviess County employees.
 - ii. Health Insurance start date for eligible new hire Jo Daviess County employees.
 - iii. Other
- c) Review, discussion and possible action on the Jo Daviess County Performance Management/Performance Evaluations/ Employee Merit Pay Policy.
- d) Discussion and possible action on Chief Deputy County Clerk position.
- e) Review, discussion and possible action on other items including procedures, forms and documents associated with the Jo Daviess County Position Classification and Compensation System Plan.

7. Closed Session

- i. 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

AGENDA

counsel for the public body to determine its validity.” Topic of discussion- Jo Daviess County Transit positions: Transit Director/PCOM, Operations Manager, Mechanic/Collision Repair Technician, Dispatcher, Driver, Office Manager.

8. Possible action as a result of closed session.

9. Committee Member Comments/Concerns

10. Establish future meeting date

11. Citizens' Comments

12. Adjourn

Due to Governor Pritzker's "stay at home" order, this meeting will be held virtually. The public may attend in person; however we encourage you to attend via Zoom audio as follows:

<https://zoom.us/j/96135915892?pwd=ZVpYcnlMMDNTMVIDcitLZWJGTXdXZz09>

Call in Number: 1 (312) 626 6799 US

Meeting ID: 961 3591 5892

Passcode: 279319

Call-in information is also available on the JDC website at www.jodaviess.org