

**JO DAVIESS COUNTY
PERSONNEL REVIEW COMMITTEE
MEETING MINUTES
JUNE 18, 2026**

I. Call to Order

The meeting was called to order at 9:00 AM on Thursday, June 18, 2026 in the Jo Daviess County Board Room, Jo Daviess County Courthouse in Galena, Illinois.

II. Roll Call

Roll Call was answered as follows: Present – Laura Edmonds, Steve Endress, Nicole Hermesen, Angela Kaiser, John Lang, Dylan Oppold, Kathy Phillips. Present: 7. Present electronically: 0. Absent – Jacob Ambrosia, Dana Timmerman, LaDon Trost. Absent: 3. Vacant: 2.

III. Approval of Minutes

A motion to approve the minutes of the March 24, 2025, Personnel Review Committee meeting was made by Kathy Phillips and seconded by Laura Edmonds. The motion carried by voice vote.

IV. Citizens' Comments

There were no citizens' comments.

V. Unfinished Business

None.

VI. New Business

The Committee discussed a request from the State's Attorney to reclassify the Executive Secretary position to an Executive Specialist. Members reviewed the memo and position description and confirmed the request constituted the classification of a changed position, based on the new duties. Discussion focused on the increased responsibility related to discovery management, with members noting that the additional responsibility warranted a classification change and agreeing that the new duties justified placement at Grade 9. Members confirmed it was the intention that the creation of this position would eliminate the current Executive Secretary position. **A motion to forward to the Finance, Tax, & Budget Committee a request to eliminate the Executive Secretary position, create the Executive Specialist position, and adopt the revised position description with a Grade 9 placement on the non-represented merit pay scale was made by Kathy Phillips and seconded by Steve Endress. The motion carried by voice vote.**

The Committee reviewed proposed amendments to the P2025-4 Non-Represented Employee Classification/Compensation Plan. Members discussed wage compression, seniority recognition, and the need to adjust starting wages. The Committee supported establishing seniority recognition steps at 10, 15, 20, 25, and 30 years, using flat-dollar increases rather than percentages. Members also agreed to increase all starting wages by \$1 per grade and to revise the promotion pay adjustment to replace the existing \$0.50/2% rule with a \$1.50 increase, while removing percentage language and

including "reclassification" in the heading. Members further directed development of a new evaluation tool that is simpler, more consistent across departments, and tied to job descriptions rather than subjective traits. The committee noted an effective date would need to be determined by the Finance, Tax, & Budget Committee. **A motion to forward to the Finance, Tax, & Budget Committee the following revisions to P2025-4 Non-Represented Employee Classification/ Compensation Plan Policy: Establish one-time seniority recognition steps at 10, 15, 20, 25, and 30 years, using flat-dollar increases as discussed, increase all starting wages by \$1 per grade, revise the promotion pay adjustment to replace the existing \$0.50/2% rule with a \$1.50 increase, while removing percentage language and adding "Reclassification" to the heading, and to revise the evaluation tool to be simpler, tied to job descriptions, and more consistent across departments, was made by Kathy Phillips and seconded by Laura Edmonds. The motion carried by voice vote.**

The Committee discussed vacancies on the Personnel Review Committee. Member Kathy Phillips indicated her intention to resign, as she will retire in August 2026. Members recommended accepting the resignation of Kathy Phillips and appointing Jean Wand and one representative from the Sheriff's Office. The recommendation will be passed to the County Board Chairperson for consideration.

VII. Citizens' Comments

There were no citizens' comments.

VIII. Committee Member Concerns

None.

IX. Adjourn

A motion to adjourn was made at 10:14 AM by Nicole Hermesen and seconded by Dylan Oppold. Motion carried by voice vote.

Next committee meeting is TBD