

Note: These minutes are not official until approved by the Ad Hoc Rules Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DeKalb County Government
Sycamore, Illinois

**Ad Hoc Rules Committee Minutes
January 25, 2018**

The Ad Hoc Rules Committee of the DeKalb County Board met on Thursday, January 25, 2018, at 7:00 p.m. in the Administration Building's Conference Room East in Sycamore, Illinois. Chairman Pietrowski called the meeting to order. The roll reflected that the Members present were Ms. Askins, Mr. Bagby, Mr. Faivre, Mr. Frieders, Mr. Jones, Ms. Leifheit, Mr. Stoddard, and Chairman Pietrowski. A quorum was established with all eight Members present.

APPROVAL OF THE MINUTES

It was moved by Mr. Bagby, seconded by Ms. Leifheit, and it was carried unanimously by voice vote to approve the minutes from the November 14, 2017 meeting.

APPROVAL OF THE AGENDA

Ms. Askins moved to approve the agenda as presented and Mr. Faivre seconded the motion. The motion was carried unanimously by voice vote.

PUBLIC COMMENTS

There were no public comments made.

Mr. Hanson shared that he reviewed the minutes of the last meeting and took everyone's comments in order to draft wording for the proposed code changes. He noted that he may have deviated a little on one of them and provided an option for the Committee to decide on another. He also added a couple bonus sections relating to minor housekeeping items and section re-numbering for better flow of the code.

BI-ANNUAL COUNTY BOARD WORKSHOP

Mr. Hanson proposed that this item would fit under Sec. 2-32 – Meetings generally (c) and would say: *In the first calendar quarter of each year following the County Board's Organizational meeting, the County Board Chairman will set a special workshop for all County Board members. The agenda for the meeting will be approved by the Executive Committee, but the intent is to only have discussion items, such as regarding Board member orientation or an in-depth examination of specific issues, with no formal actions being taken by the Board at this workshop.*

Mr. Stoddard suggested changing to word *will* to *shall* set a special workshop for all County Board Members.

MID-YEAR BUDGET REVIEW

This item was proposed to fit under Sec. 2-41 – Standing committees enumerated (a) (1) and add wording to address the mid-year budget review by stating: *The Finance Committee monitors the budget revenues and expenses throughout each fiscal year and may propose measures during the year to help meet annual budget goals.*

Mr. Hanson suggested leaving the actual timeframe open-ended because there is no real good “mid-year” and it may be more of an ongoing process.

COUNTY ADMINISTRATOR REVIEW PROCESS

Proposed to be a new letter (g) under Sec. 2-66 – County Administrator to state: *Performance Evaluations. The Executive Committee will perform evaluations of the County Administrator in a manner as determined appropriate, from time to time, by the Committee. The intent of the evaluation will be to keep lines of communication open, to facilitate the accomplishment of County Board goals, and to foster positive relationships between the County Board and County Administrator.*

DEPARTMENT HEAD RESIDENCY REQUIREMENT

Mr. Hanson said this is an item he changed a little. From the minutes of the last meeting it was shared that an individual should live within DeKalb County in a 12 month period. He shared he was more at an 18 month period but put 15 months. He additionally tried to capture the intent of the Committee but left them with two options to choose from, if they so wished. The options are for who gets grandfathered in and who doesn't. This would be an entirely new section in the Code and would be: *Sec. 2-87 – Residency Requirement. County Department Heads who are appointed by resolution by the County Board are required to live in DeKalb County within fifteen (15) months of their first day of employment (work). This requirement may only be waived or modified by action of the County Board. Failure of a Department Head to comply with this requirement is grounds for dismissal, but dismissal is subject to formal action by the County Board.*

Option #1:

Employees hired before March 1, 2018 are “grandfathered” and this provision does not apply.

Option #2:

Only employees hired, or reappointed, by County Board resolution after February 28, 2018, are subject to this residency requirement, all others are considered "grandfathered"

Mr. Stoddard renewed his objection to the entire idea in the first place and shared that he believes people should live wherever they want.

Mr. Faivre added that he agreed with Paul and people should live wherever they want but if they want to work here (for DeKalb County Government), they should live here (in DeKalb County).

It was additionally clarified that this residency requirement would not pertain to employees only Department Heads.

After further discussion among the Committee Members regarding this requirement, the Committee can to a consensus to change the timeframe to 18 months and stick with Option #1: *Employees hired before March 1, 2018 are “grandfathered” and this provision does not apply.*

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HIRING PROCESS

Mr. Hanson noted that this item was the one he was having the hardest time agreeing with but he tried to capture what he thought the Committee's intent was. This item would also be a new section in the code and would be: *Sec. 2-88 – Filling Departmental Staff Vacancies. When a staff vacancy exists in a Department where the County Board appoints the Department Head, before those vacancies can be filled, the over-sight Standing Committee must first approve that the need exists for this position. In the event the vacancy does not get filled within six months of the Standing Committee's approval to fill the position, this approval process needs to be repeated. The Finance Committee, as provided for in Section 2-41 (a) (1), may impose additional conditions on filling vacancies based on budgetary concerns. Each Standing Committee, if requested by a Department Head, may approve a list of "essential employees" for whom the above approval process would then not apply when a vacancy occurs.*

Mr. Hanson also provided a sheet that outlined who would be impacted by this process and it showed that out of 545 employees only 70 would fall under this Hiring Process (12.9%). This is because the other departments are either run by Elected Officials or have their own separate governing boards.

The Committee agreed that there should be some kind of list of "critical employees" for whom the process would not apply to because of the time constraints and the need to someone to be in that position in order for the County to operate effectively.

Mr. Hanson reiterated his issues with having this process in place and noted that he feels they will find that most if not all of these positions are ones to be refilled. Mr. Jones noted that this process could be a possible opportunity to reduce force where necessary without someone being in the position.

Mr. shared he feels that the sentence, "*In the event the vacancy does not get filled within six months of the Standing Committee's approval to fill the position, this approval process needs to be repeated.*" is counterproductive to what they are trying to incent people to do. This leaves the possibility the position will get filled quickly just so the process doesn't need to be repeated again and if they don't fill the position longer, the County is that much better with their fund balance.

Chairman Pietrowski suggested that instead of eliminating the sentence it would be changed to: *The Department Head will provide six month status updates to the Standing Committee during the vacancy period.* The Committee Members agreed with that sentence change.

Mr. Hanson additionally went briefly through the housekeeping items and re-numbering changes that he identified while going through the County Code. The Committee was in agreement with all of those updates as well.

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Mr. Faivre moved to forward these code amendments pertaining to meetings generally, standing committees enumerated, the County Administrator, residency requirements, filling departmental staff vacancies, and other housekeeping items and section renumbering to the full County Board recommending their approval. Mr. Frieders seconded the motion and it was carried unanimously.

OLD BUSINESS / NEW BUSINESS

Chairman Pietrowski shared that he thought it would be beneficial for the Committee to review the items that are within the County's Employee Handbook to ensure everything is up-to-date and still pertinent. He asked the Committee Members to review those contents before their next meeting. It was estimated that the last time the handbook had been reviewed was 1990.

The Committee set their next meeting date for Thursday, February 22nd at 7:30 p.m. with a confirmation on the location to follow.

ADJOURNMENT

It was moved by Ms. Askins, seconded by Mr. Frieders and it was carried unanimously to adjourn the meeting.

Respectfully submitted,

Chairman Mark Pietrowski

Tasha Sims, Recording Secretary

Sec. 2-32. - Meetings generally.

(c) In the first calendar quarter of each year following the County Board's Organizational meeting, the County Board Chairman will set a special workshop for all County Board members. The agenda for the meeting will be approved by the Executive Committee, but the intent is to only have discussion items, such as regarding Board member orientation or an in-depth examination of specific issues, with no formal actions being taken by the Board at this workshop.

Note: Current sections (c) and (d), which address cancelling meetings, are re-numbered to sections (d) and (e), respectively.

Sec. 2-41. - Standing committees enumerated.

- (a) There shall be eight standing committees of the county board. All standing committees serve in an advisory capacity:
- (1) *Finance Committee.* This committee advises the county board in matters relating to finance, capital planning, facility management, information management technology and administrative services. Responsible annually for the submission to the county board of a balanced budget along with recommended tax levy and capital spending plan for the coming five-year period. The Finance Committee monitors the budget revenues and expenses throughout each fiscal year and may propose measures during the year to help meet annual budget goals.

Sec. 2-66. - County ~~a~~ Administrator.

(g) *Performance Evaluations.* The Executive Committee will perform evaluations of the County Administrator in a manner as determined appropriate, from time to time, by the Committee. The intent of the evaluation will be to keep lines of communication open, to facilitate the accomplishment of County Board goals, and to foster positive relationships between the County Board and County Administrator.

Sec. 2-87. – Residency Requirement.

County Department Heads who are appointed by resolution by the County Board are required to live in DeKalb County within fifteen (15) months of their first day of employment (work). This requirement may only be waived or modified by action of the County Board. Failure of a Department Head to comply with this requirement is grounds for dismissal, but dismissal is subject to formal action by the County Board.

Option #1:

Employees hired before March 1, 2018 are “grand-fathered” and this provision does not apply.

Option #2

Only employees hired, or reappointed, by County Board resolution after February 28, 2018, are subject to this residency requirement, all others are considered "grand-fathered".

Sec. 2-88. – Filling Departmental Staff Vacancies.

When a staff vacancy exists in a Department where the County Board appoints the Department Head, before those vacancies can be filled, the over-sight Standing Committee must first approve that the need exists for this position. In the event the vacancy does not get filled within six months of the Standing Committee’s approval to fill the position, this approval process needs to be repeated. The Finance Committee, as provided for in Section 2-41 (a) (1), may impose additional conditions on filling vacancies based on budgetary concerns. Each Standing Committee, if requested by a Department Head, may approve a list of “essential employees” for whom the above approval process would then not apply when a vacancy occurs.

HOUSE-KEEPING ITEMS

Sec. 2-45. - Executive, ~~ε~~ Closed ~~s~~ Sessions.

Executive or closed sessions of the county board and of all committees and subcommittees of the board shall only be held in accordance with the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), as amended from time to time. ~~Where permitted by the act, a meeting or a portion of a meeting may be closed upon a majority vote of members present, taken at a meeting open to the public for which notice had been given as required by law. The vote of each member on the question of holding a closed session and a citation to the specific reason for closing the meeting shall be recorded and entered into the minutes of the meeting. A verbatim record of all closed meetings in the form of an audio or video recording shall be made and maintained. Based upon the verbatim recording, minutes shall be created, for future disclosure as hereinafter described.~~

Such minutes shall include, but not be limited to:

- ~~(1) The date, time and place of the meeting.~~
- ~~(2) The members recorded as either present or absent.~~
- ~~(3) A general description of all matters proposed, discussed or decided, and a record of any votes taken.~~

~~Minutes of meetings closed to the public shall be available only after the board determines that it is no longer necessary to protect the public interest by keeping them confidential. In order that the public may have access at the earliest practicable time to minutes of closed meetings, the clerk shall semiannually report to the board on confidential records maintained, including therein advice as to which minutes may then prudently be made available to the public.~~

~~Although a vote may be taken in closed session, if necessary, no final action may be taken at a closed meeting. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.~~

Sec. 2-68. - Finance ~~d~~ Director.

- (5) Prepare, audit, and recommend to the county board all invoices to be paid by the county each month. Prepare a variety of financial and statistical reports analyses and informational summaries; examples include: ~~auditor's~~ Finance Director's quarterly report, annual budget book, bond reports, asset replacement and capital project schedules, census report, grant reports, appropriate personnel reports, and management costs studies.

~~Sec. 2-68.1. - Planning director.~~ Sec. 2-69. - Community Development Director.

~~The planning director~~ Community Development Director shall serve as the building officer, economic development officer, plat officer, planning director and zoning administrator of the county and exercise direct control over all professional and technical work of the ~~planning~~ Community Development department. In addition, he shall serve as key staff to the county board and the ~~ε~~ County ~~a~~ AAdministrator, and provide them with research, plans and professional recommendations to assist in the formulation of policy and procedures.

Sections Re-Numbered – No Other Changes

<u>From</u>	<u>To</u>	<u>Title</u>
Sec. 2-68.2.	Sec. 2-81	Indemnification of officers, employees and certain appointees.
Sec. 2-68.3.	Sec 2-82	Internet usage policy.
Sec. 2-68.4.	Sec 2-83	E-mail usage policy.
Sec. 2-68.5.	Sec 2-84	Government vehicle operation policy.
Sec. 2-69.	Sec 2-85	Fiscal year.
Sec. 2-70.	Sec 2-86	Department credit cards.
Sec. 2-71-2-90.	Sec 2-70 to 2-80 & 2-89 & 2-90	Reserved.

DeKalb County Government
 Full Time Equivalent (FTE) Employees
 Source: Board Adopted 2018 Budget

Function/Program	2018
1 GENERAL GOVERNMENT	
2 Administration	3.10
3 Finance	6.00
4 Information Management Office	8.00
5 Assessments	6.44
6 County Clerk & Recorder	9.00
7 Elections	3.00
8 Community Development	5.13
9 Regional Office of Education	5.50
10 Treasurer	5.00
11 Facilities Management Office	<u>10.33</u>
12 Total General Government	<u>61.50</u>
13 PUBLIC SAFETY	
14 Circuit Clerk	27.00
15 Coroner	1.25
16 ESDA	<u>1.25</u>
17 Judiciary/Jury Comm/Treatment Court	15.82
18 Sheriff - Admin/Patrol/Detective	44.00
19 Sheriff - Communications	24.00
20 Sheriff - Corrections	38.00
21 Sheriff - Court Security	5.00
22 State's Attorney	22.48
23 Public Defender	11.00
24 Court Services/Probation	<u>22.40</u>
25 Total Public Safety	<u>212.20</u>
26 HIGHWAY	
27 Total Highway	<u>24.00</u>
28 HEALTH AND WELFARE	
29 Community Action	4.00
30 Mental Health	2.00
31 Public Health & Solid Waste	41.00
32 Rehab & Nursing Center	183.40
33 Veteran's Assistance Commission	<u>6.22</u>
34 Total Health and Welfare	<u>236.62</u>
35 CULTURE AND RECREATION	
36 Forest Preserve	10.50
37 History Room	<u>0.25</u>
38 Total Culture and Recreation	<u>10.75</u>
39 GRAND TOTAL	<u><u>545.07</u></u>
40 Total High-Lighted FTEs Less Dept Heads	70.25
41 Percent High-lighted	12.9%