

ORDINANCE
O2018-03

WHEREAS, the DeKalb County Board has determined that it is necessary to amend Chapter 2, Article II, Division 2 (Rules) of the DeKalb County Code as it pertains to the Rules of the County Board, and

WHEREAS, the County Board did appoint a bi-partisan Ad Hoc Rules Committee to review current rules and to make recommendations for amendments and improvements of those Rules, and

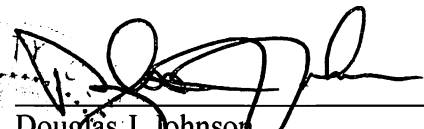
WHEREAS, the Ad Hoc Rules Committee has recommended that the Sections of Chapter 2, Article II, Division 2 of the DeKalb County Code be amended as they pertain to meetings generally, standing committees enumerated, the County Administrator, residency requirements, filling departmental staff vacancies, and other housekeeping items and section re-numbering.

NOW, THEREFORE BY IT ORDAINED that the DeKalb County Board has reviewed the recommendation of the Ad Hoc Rules Committee as attached to this Ordinance as Exhibit A, and those changes are hereby approved, if passed by a 2/3 majority vote as required by Sec. 2-46.

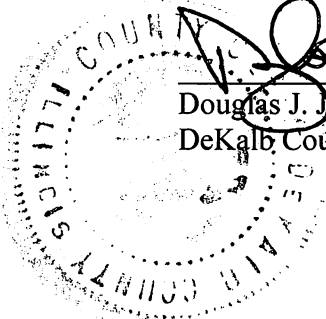
PASSED AT SYCAMORE, ILLINOIS THIS 21ST DAY OF FEBRUARY, 2018.

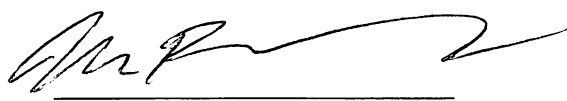
ATTEST:

SIGNED:



Douglas J. Johnson
DeKalb County Clerk





Mark Pietrowski, Jr.
County Board Chairman

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 may 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 eighteen (18) 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. Employees hired before March 1, 2018 are “grandfathered” and this provision does not apply.

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. The Department Head will provide six month status updates to the Standing Committee during the vacancy period. 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 “critical employees” for whom the above approval process would then not apply when a vacancy occurs.

HOUSEKEEPING ITEMS

Sec. 2-45. - Executive, ~~e~~ 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 ~~e~~ County ~~a~~ Administrator, 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.