

Note: These minutes are not official until approved by the Executive 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

**Executive Committee Minutes
January 8, 2020**

The Executive Committee of the DeKalb County Board met Wednesday, January 8, 2020, in the Community Outreach Building's Five Seasons Room in DeKalb, Illinois. Chairman Mark Pietrowski, Jr. called the meeting to order at 7:56 p.m. Those Members present were Mr. Tim Bagby, Mrs. Laurie Emmer, Mr. Steve Faivre, Vice-Chairman John Frieders, Ms. Dianne Leifheit, Mr. Chris Porterfield, Mr. Paul Stoddard, and Chairman Mark Pietrowski, Jr. Mr. Roy Plote was absent. A quorum was established with eight Members present and one absent.

Ms. Suzanne Willis joined the table as Vice-Chair of the Highway Committee in Mr. Plote's absence.

APPROVAL OF THE AGENDA

Mr. Bagby moved to approve the agenda as presented. Mrs. Emmer seconded the motion and it was carried unanimously by voice vote.

APPROVAL OF THE MINUTES

It was moved by Mr. Porterfield, seconded by Ms. Willis and it was moved unanimously to approve the minutes from the November 13, 2019 Executive Committee Meeting.

PUBLIC COMMENTS

There were no public comments.

CHAIR'S COMMENTS

Chairman Pietrowski wished the Committee a happy New Year. He also shared that in last November, Mr. Hanson, Ms. Leifheit, Mr. Bagby, Mr. Whelan, and he attended the DCEDC's Annual Dinner - State of the County event.

DEPUTY COUNTY ADMINISTRATOR POSITION

Mr. Hanson reminded that the Ad Hoc Rules Committee made some revisions to the Deputy County Administrator position description within the County Code and the County Board approved those revisions at the November 2019 Board Meeting. He also added that in the FY 2020 Budget a section was added stating that "Should the Ad Hoc Committee, along with the Executive Committee, decide to move forward with filling that position, a stipend of \$40 per week (about \$2,500 with benefits) is being set aside to recognize the additional responsibilities that would be assumed by an existing staff person. Stipend monies would be available being January 5, 2020, but only at the direction of the Executive Committee as the idea of compensation is under review." It is really the Committee's discretion whether they want to pay anything at all for the position or have the experience and title be the "pay".

Mr. Hanson noted that if this is a position that the Executive Committee would like to continue to pursue, he would advertise the position internally and bring names of candidates back to the Committee (Executive) to select.

The key recommended language amendments that came out of the Ad Hoc Rules Committee and approved by the Board changed the position from having two individuals in the position to only one and the individual cannot be an Elected Official.

The Committee took some time to discuss the reasonings behind this position or whether or not it was even necessary to fill again.

Chairman Pietrowski clarified that this isn't a position that Mr. Hanson brought back up this was he and the Vice-Chair thinking it was time to revisit this position but with the revisions that were made. This individual would be able to be present at functions that Mr. Hanson would not be able to attend due to other engagements or fill-in for him in an official manner when he is on vacation or out of the office for other business-related items.

Mr. Faivre made a motion to direct the County Administrator identify and recommend appropriate candidates to fill the position of Deputy County Administrator to the Executive Committee for their consideration to send to the full County Board. He further moved to keep the salary open and allow the Administrator to present what he believes is an appropriate base amount to offer. Vice-Chairman Frieders seconded the motion.

The Committee also noted that they would like to have evaluations, at the pleasure of the Committee, of the Deputy County Administrator position to see if it is still viable to have or if any tweaks need to be made to the position or the candidate who fills the position.

Mr. Faivre's motion carried unanimously by voice vote.

APPOINTMENTS

The following appointments were recommended for approval:

- a. **Board of Health:** Dr. Paul Stromborg, MD, Anita Zurbrugg, Dr. Carlos Dominguez, DVM, and Lorraine Daly, RN all newly appointed for three-year terms beginning January 1, 2020 and expiring December 31, 2022; Rukisha Crawford reappointed for a one-year term beginning January 1, 2020 and expiring December 31, 2020.
- b. **Alternate Zoning Hearing Officer:** Jeffrey L. Lewis and Sarah Gallagher Chami both appointed immediately for indefinite terms.

Chairman Pietrowski shared that he noticed the Alternate Hearing Officers had indefinite terms. He suggested putting staggered term limits on those positions. The following was offered as an Alternative:

- b. **Alternate Zoning Hearing Officer:** Jeffrey L. Lewis appointed for a two-year term beginning February 1, 2020 and expiring January 31, 2022; Sarah Gallagher Chami appointed for a three-year term beginning February 1, 2020 and expiring January 31, 2023.

Mr. Faivre moved to forward the recommended appointments (with the alternative Alternate Zoning Hearing Officer suggestion) to the full County Board for approval. Vice-Chair Frieders seconded the motion and it was carried unanimously by voice vote.

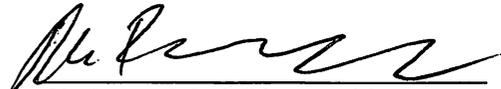
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APPROVAL OF THE COUNTY BOARD AGENDA

It was moved by Mr. Faivre, seconded by Mrs. Emmer and it was carried unanimously to approve the County Board Agenda and to forward it to the full County Board for approval.

ADJOURNMENT

It was moved by Mrs. Emmer, seconded by Vice-Chair Frieders and it was carried unanimously to adjourn the meeting at 8:18 p.m.


Chairman Mark Pietrowski


Tasha Sims, Recording Secretary

DeKalb County Code
Approved - November 20, 2019

Sec. 2-67. - Deputy County Administrator.

A Deputy County Administrator may be hired by the County Board to serve as key staff to the Board and County Administrator and shall serve at the pleasure of the County Board. A Deputy County Administrator shall not be an elected official and compensation will be determined by the County Board in the hiring resolution. A Deputy County Administrator shall provide executive, administrative, and operational support and analysis to the County Board and County Administrator and shall assist in the formulation and implementation of policies and procedures for the County. A Deputy County Administrator serves under the direction of the County Administrator and the duties shall include all duties as assigned by the Board and County Administrator including, but not limited to:

- (1) Serve as a resource to the County Board, the County Administrator and County Department Heads in the formulation of overall County policy. Assist the County Administrator in the formulation of operating policies and procedures.
- (2) Provide advice and guidance to the County Board, its Committees, the County Administrator and Department Heads on a variety of strategic planning, financial, and management matters; recommend policy, interpret procedures, answer questions, and offer information both generally and concerning specific projects.
- (3) Assist the County Administrator and participate in the formulation and administration of personnel policies, personnel procedures, and union negotiations. Serve as the County's privacy officer as it relates to employee matters. Confer with and advise the County Administrator and County Board on difficult work problems, and develop, implement and monitor new work procedures.
- (4) Initiate and craft internal and external communications on behalf of the County Board and County Administrator on matters of information of concern, public policy, and of general interest.
- (5) Working with the County Administrator and Department Heads prepare and articulate an annual federal and state legislative agenda on behalf of the County Board. The Deputy County Administrator should stay abreast of local initiatives and issues throughout the County and communicate any impact of those issues on the County with recommendations for policy positions as necessary.
- (6) Participate in the development of the annual County budget in cooperation with the County Administrator and Finance Director. Attend, as necessary, all County Board, Committee, and public budget hearings.
- (7) Stay abreast of applicable Freedom of Information Laws, the Illinois Open Meetings Act, and the County Code as it pertains to meetings; serve in an advisory capacity to the County Board and County Administrator, as needed, regarding same; and assist the County Administrator in the timely and accurate codification of the County Code.
- (8) The County Administrator shall identify and recommend appropriate candidates to fill this position to the Executive Committee who shall forward their recommendation to the County Board. The Executive Committee of the County Board shall have the authority to further define the duties of Deputy County Administrator as needed, from time to time.