

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
February 11, 2020**

The Executive Committee of the DeKalb County Board met Tuesday, February 11, 2020, in the Community Outreach Building's Five Seasons Room in DeKalb, Illinois. Chairman Mark Pietrowski, Jr. called the meeting to order at 8:20 p.m. Those Members present were Mr. Tim Bagby, Mrs. Laurie Emmer, Mr. Steve Faivre, Vice-Chairman John Frieders, Ms. Dianne Leifheit, Mr. Roy Plote, Mr. Chris Porterfield, Mr. Paul Stoddard, and Chairman Mark Pietrowski, Jr. A quorum was established with all nine Members present.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

It was moved by Mr. Plote, seconded by Ms. Leifheit and it was moved unanimously to approve the minutes from the January 8, 2020 Executive Committee Meeting.

PUBLIC COMMENTS

There were no public comments.

CHAIR'S COMMENTS

Chairman Pietrowski had no additional comments.

APPROVAL OF THE COUNTY BOARD AGENDA

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

EXECUTIVE SESSION

Mr. Bagby moved to enter into Executive Session for the purposes of discussing personnel provided for in 5 ILCS 120/2(c)(1) at 8:21 p.m. Mrs. Emmer seconded the motion and it was carried by a 9-0-0 roll call vote. Those voting yea were Mr. Bagby, Mrs. Emmer, Mr. Faivre, Vice-Chair Frieders, Ms. Leifheit, Mr. Plote, Ms. Polanco, Mr. Porterfield, Mr. Stoddard, and Chairman Pietrowski. None were opposed and no one was absent.

The Committee entered back into their Open Meeting at 8:41 p.m.

APPOINTMENT OF DEPUTY COUNTY ADMINISTRATOR

Mr. Faivre moved to forward a Resolution to the full County Board recommending the appointment of Mr. Derek Hiland for the position of Deputy County Administrator at a weekly stipend of \$125.00 with a six-month review regarding duties and pay. Vice-Chair Frieders seconded the motion and it was carried unanimously.

ADJOURNMENT

It was moved by Mr. Stoddard, seconded by Mrs. Emmer and it was carried unanimously to adjourn the meeting at 8:43 p.m.



Chairman Mark Pietrowski



Tasha Sims, Recording Secretary

**RESOLUTION
R2020-13**

WHEREAS, the DeKalb County Board re-defined the position of Deputy County Administrator through a change to Section 2-67 of the DeKalb County Code on November 20, 2019, and

WHEREAS, the Code allows for the appointment of a Deputy County Administrator from the pool of existing County Department Heads who wish to be considered, and

WHEREAS, the salary stipend for each of these positions, which does not add to the person's existing salary base, is recommended to be \$ _____ per week, and

WHEREAS, the County Administrator has solicited applicants for this position and has reviewed the applicants with the Board's Executive Committee and said Executive Committee has now forwarded its appointment recommendation for the Deputy County Administrator to the County Board for action;

NOW, THEREFORE, BE IT RESOLVED that the DeKalb County Board hereby appoints, effective March 1, 2020, _____ to the position of Deputy County Administrator at a weekly stipend of \$ _____. It is recognized that this person serves at the pleasure of the County Board and said appointment may be terminated at any time by the County Board, but the appointment does automatically sunset on February 28, 2022 with further County Board action needed to either appoint a new Deputy County Administrator or to renew the current appointment.

PASSED AT SYCAMORE, ILLINOIS THIS 19TH DAY OF FEBRUARY, 2020, A.D.

ATTEST:

SIGNED:

Douglas J. Johnson
DeKalb County Clerk

Mark Pietrowski, Jr.
DeKalb County Board Chairman

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.

(Code 1979, § 2-58; Ord. No. 97-24, 11-19-1997; Ord. No. 2013-01, 2-20-2013; Ord. No. 2013-13, 10-16-2013; Ord. No. 2019-49, 11-20-2019 )