

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

**Special Executive Committee Minutes
October 21, 2020**

The Executive Committee of the DeKalb County Board virtually met in Special Session via Zoom on Wednesday, October 21, 2020. Chairman Mark Pietrowski, Jr. called the meeting to order at 6:00 p.m. Those Members virtually present via Zoom and/or by phone 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.

Others present included Gary Hanson, Derek Hiland, Pete Stefan, Greg Millburg, Kathy Lampkins, Jeff Whelan, Scott Campbell, Karen Cribben, Larry West, Rukisha Crawford, Linda Slabon, Terri Mann-Lamb, Craig Roman, and a couple member of the public.

APPROVAL OF THE AGENDA

Mr. Porterfield moved to approve the Special Executive Committee Agenda as presented. Mr. Bagby seconded the motion. Those voting yeas were Mr. Bagby, Mrs. Emmer, Mr. Faivre, Vice-Chair Frieders, Ms. Leifheit, Mr. Plote, Mr. Porterfield, Mr. Stoddard, and Chairman Pietrowski. All Members voted yea. The motion carried unanimously by roll call vote.

PUBLIC COMMENTS

There were no public comments.

PARAMETERS FOR COUNTY ADMINISTRATOR RECRUITMENT

The Committee received a packet of information on the County Administrator position prior to the Committee Meeting. The packet included updates based on the meeting from last week. Board Members were invited to submit any comments they wished regarding the search process by Monday. Mr. Hanson received two comments from Board Members regarding salaries and benefits.

The Committee began with salary range discussions. A few Board Members provided their suggestions. Most all suggestions were within \$10,000 give or take from one another.

Mr. Faivre expressed that he would like to see the top end of the range go to \$160,000, not that they go there though. Mr. Bagby noted the he believes the bottom end of the range should sit about where the Finance Director sits but not below that. Mr. Bagby expressed that he thought a \$140,000 - \$160,000 range would be an appropriate spread. Ms. Emmer echoed Mr. Bagby's range suggestion. Vice-Chair Frieders noted that he was more at a \$140,000 - \$155,000 salary range. Ms. Leifheit echoed the Vice-Chair's range suggestion.

Chairman Pietrowski stated that it seemed like everyone was okay with the starting range but there was still some flexibility in the top of the range. He requested to go through each Member and they provide their top number.

Vice-Chair Frieders, Ms. Leifheit, Mr. Plote, and Mr. Porterfield were all in favor of \$155,000 as a top of the range salary. Mr. Bagby, Mrs. Emmer, Mr. Faivre, Mr. Stoddard, and Chairman Pietrowski were in favor of \$160,000. The Committee was now at a range of \$140,000 - \$160,000.

Mr. Hanson suggested that the Committee really consider flexibility when providing a salary range. He shared that he would advocate for a wider range like \$135,000 - \$165,000. Once the position is advertised, and the County is willing to pay \$160,000 but they meet the perfect candidate and want to offer them \$165,000, the question will then be how many more candidate could they have gotten if they would have advertised the top if the range at \$165,000. There is no hard to have a big range because the Board still gets to decide how much they want to pay that person based on their qualification and experience. They may also be willing to take the change on an inexperienced candidate and they may want to start the salary much lower and build in incentives to increase the salary over time.

Mr. Porterfield moved to advertise the County Administrator Salary Range from \$135,000 to \$165,000. Mr. Stoddard seconded the motion. Those Members voting yea were Mr. Bagby, Mrs. Emmer, Mr. Faivre, Ms. Leifheit, Mr. Plote, Mr. Porterfield, Mr. Stoddard, and Chairman Pietrowski. Vice-Chair Frieders opposed. The motion carried.

The Committee spent a little time discussing the Administrator benefits and more specifically the vacation days. It was ultimately decided to keep the benefits as outlined in their handout.

Board Members wanted to additionally ensure that it was known that DeKalb County Government is an Equal Opportunity Employer and that women and minorities were encouraged to apply.

Mr. Bagby moved to proceed forward with the County Administrator Recruitment Process and to advertise the position in the Upper Midwest Region with a Salary Range of \$135,000 to \$165,000. Mrs. Emmer seconded the motion. Those Members voting yea were Mr. Bagby, Mrs. Emmer, Mr. Faivre, Vice-Chair Frieders, Ms. Leifheit, Mr. Plote, Mr. Porterfield, Mr. Stoddard, and Chairman Pietrowski. The motion carried unanimously by roll call vote.

ADJOURNMENT

It was moved by Mr. Plote and it was seconded by Mr. Stoddard to adjourn the meeting at 6:50 p.m. Those voting yea were Mr. Bagby, Mrs. Emmer, Mr. Faivre, Vice-Chair Frieders, Ms. Leifheit, Mr. Plote, Mr. Porterfield, Mr. Stoddard, and Chairman Pietrowski. All Members voted yea. The motion to adjourn carried unanimously by roll call vote.

Chairman Mark Pietrowski

Tasha Sims, Recording Secretary

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**EMPLOYMENT OPPORTUNITY
DEKALB COUNTY GOVERNMENT**

**COUNTY ADMINISTRATOR
Closes December 4, 2020**

DeKalb County Government, Sycamore, IL, located 60 miles west of Chicago with a population of 105,000, is recruiting for a County Administrator due to upcoming retirement of the incumbent. DeKalb County has a strong agriculturally-based economy as well as being home to Northern Illinois University. The County has a \$100 million budget (of which 30% is the General Fund) with 540 (full-time equivalent) employees. A detailed outline of the job responsibilities are available on the DeKalb County website, www.dekalbcounty.org, including specific directions regarding how and what to submit as an applicant for this position. The hiring range for this position is \$135,000 to \$165,000 depending on qualifications and experience. Residency in DeKalb County is required within 18 months of the start date. Applications for this position will be accepted through Friday, December 4, 2020. DeKalb County is an Equal Opportunity Employer.

County Administrator
Base Salary Survey
October 16, 2020

	Decription	Boone County	Bureau County	Champaign County	DeKalb County	Grundy County	Henry County	Jo Daviess County	Kendall County	Lake County
A-1	Overview									
A-2	Name of County	Boone	Bureau	Champaign	DeKalb	Grundy	Henry	Jo Daviess	Kendall	Lake
A-3	Population - 2010 Census	53,957	34,978	201,081	105,160	50,063	50,436	22,678	114,736	703,462
A-4	Area in Square Miles	282	874	996	648	430	869	619	322	1,368
A-5	Members on County Board	12	26	22	24	18	20	17	10	21
A-6	Board Meeting Time of Day	6:30 PM	6:30 PM	6:30 PM	7:00 PM	6:00 PM	6:00 PM	7:00 PM	6:00 PM & 9:00 AM	9:00 AM
A-7	Board Meetings per Month	1	1	1	1	1	1	1	2	1
A-9	Finances & Property Taxes - FY19									
A-10	Total General Fund Budget	7,310,213	7,725,219	39,510,715	29,171,500	16,203,406	11,192,678	8,226,871	28,587,023	185,357,001
A-11	Number of Parcels	~24,100	27,154	77,250	42,643	n/a	30,000	22,060	n/a	289,215
A-12	Total Taxable Value	1,069,795,143	698,688,416	4,279,287,476	2,064,000,000	n/a	1,044,834,238	740,050,138	n/a	26,582,432,958
B-1	County Administrator Salary		\$88,871	\$119,814 Elected	\$178,087	\$94,350	\$72,500	\$83,333	\$133,251	\$210,473
B-2		Previous \$132,424								

	Decription	Madison County	McHenry County	McLean County	Peoria County	Rock Island County	Sangamon County	Stephenson County	Tazewell County	Winnebago County
A-1	Overview									
A-2	Name of County	Madison	McHenry	McLean	Peoria	Rock Island	Sangamon	Stephenson	Tazewell	Winnebago
A-3	Population - 2010 Census	265,500	308,760	169,572	186,494	147,546	197,465	47,711	135,392	295,266
A-4	Area in Square Miles	741	603	1186	629	451	877	568	648	519
A-5	Members on County Board	29	24	20	18	25	29	22	22	20
A-6	Board Meeting Time of Day	5:00 PM	7:00 PM	5:30 PM	6:00 PM	5:30 PM	7:00 PM	6:30 PM	6:00 PM	6:00 PM
A-7	Board Meetings per Month	1	1	1	1	1	1	1	1	2
A-9	Finances & Property Taxes - FY19									
A-10	Total General Fund Budget	49,000,000	90,429,622	21,518,256	42,129,348	27,004,678	n/a	12,123,153	30,221,913	49,186,000
A-11	Number of Parcels	129,957	148,675	71,000	91,375	66,203	n/a	27,000	67,622	125,637
A-12	Total Taxable Value	5,100,000,000	9,202,189,855	3,922,883,761	3,442,621,173	3,212,546,289	n/a	74,160,647	2,671,010,593	3,837,456,782
B-1	County Administrator Salary	\$130,874	\$211,775	\$145,816	\$156,998	\$132,758	\$162,135	\$76,500 New to Field	\$136,663	\$170,000
B-2								Previous ~ \$106,500		

10/16/2020

DEKALB COUNTY TOP 8 SALARIES

Hire Date	Employee	Position	Salary 2021	Notes
12/1/2016	Amato, Rick	State's Attorney	182,539	Set by State
11/14/1983	Hanson, Gary	County Administrator	178,087	
8/8/2012	McCulloch, Tom	Public Defender	164,285	90% of State's Attorney
6/20/2011	Schwartz, Nathan	County Engineer	150,241	Includes DSATS Stipend
1/1/1969	Scott, Roger	Sheriff	141,100	
4/15/2013	Stefan, Pete	Finance Director	138,755	Includes PCOM Stipend
11/13/2019	Duchene, Steve	Nursing Home Administrator	127,504	
6/1/2016	Gonzalez, Lisa	Public Health Administrator	124,613	

DeKalb County Government
October 16, 2020

County Administrator Benefits

1. Health & Dental Insurance - Employer pays a minimum of 75% of premium; below is Employee Share:

	<u>Employee's Monthly Premium</u>				<u>Annual County HSA Contribution (HDHP Plan Only)</u>
	(25%) <u>PPO Plan</u>	(25%) <u>HDHP Plan</u>	(8%) <u>B-HDHP Plan</u>	(25%) <u>Dental</u>	
Employee	\$143.50	\$118.00	\$34.50	\$ 4.50	\$1,188
Employee & Spouse	\$256.50	\$210.50	\$62.00	\$ 8.00	\$2,148
Employee & Children	\$242.50	\$199.00	\$58.00	\$ 8.00	\$2,040
Family	\$383.50	\$315.00	\$91.50	\$12.50	\$3,204

PPO = Preferred Provider Organization Plan
 HDHP = High Deductible Health Plan
 B-HDHP = Basic High Deductible Health Plan
 HAS = Health Savings Account

Eligible for insurance the first of the month following the first full month of employment. Buyout, if no insurance is taken, is \$3,000 provided other insurance coverage is in place (must work at least six months in calendar year).

2. Term Life Insurance of \$50,000 - Employer pays 100% of premium.
3. Pension - Illinois Municipal Retirement Fund (IMRF) - Employee pays 4.5% (per statute) and County pays 9.12% for 2021 (changes each year).
4. Holidays – 12.50 Paid Holidays in 2021.
5. Vacation & Sick Leave - County Department Heads have discretion as to the amount of time they take off as long as “the job gets done”. Typically, vacation time will be 3 to 4 weeks.
6. After one year as County Administrator:
- a. Additional 3% of base salary is deposited into your 457(b) Deferred Compensation Plan account or your IMRF Voluntary Additional Contribution Program account. (Increases to 4% after 7 years and 5% after completing 15 years.)
 - b. The County is in the process of re-vamping a Department Head Short-Term Disability Program which guarantees 50% of salary for a defined period of time, with the employee contributing a defined amount each pay period. The coverage period and the contribution amount are currently under review.
7. Attendance to at least one national conference each year, subject to an annual appropriation.

**DeKalb County Government
County Administrator Opening
Application Time-Line
October 16, 2020**

Anticipated Time-Line

Dec 4	Application Period Closes
Dec 7	County Board Reorganizational Meeting; Committee Membership Decided
Dec 16	Committee Decides on Candidates to Interview (3 to 5 candidates)
Jan 4 - 8	Interviews Conducted - interviews will be conducted by the 9-member Executive Committee in Closed Session
Jan 13	Committee selects a nominee (regular Executive Committee meeting date)
Jan 20	County Board Approves County Administrator
2021	Start date to begin as soon as practical in 2021, recognizing the selected candidate will need to provide adequate notice to current employer.
2022	Eighteen (18) months after start date, the County Administrator must establish residency within DeKalb County.

The County recognizes that this schedule may need to adjust as circumstances change.

**DeKalb County Government
County Administrator Opening
Application Process
October 16, 2020**

Candidates -- Please Follow These Instructions for Submitting an Application

1. Cover letter addressed to the County Board Executive Committee which may highlight any points about yourself that are not included on your resume, or that you feel needs to be emphasized, as well as addressing (a) why you are seeking this position and (b) describe a significant accomplishment or project that you were instrumental in completing in the last three years.
2. Resume
3. Three references with contact information; references will only be contacted for the top applicants after interviews are completed.
4. A driver's license number needs to be provided in order for a background check to be conducted; the license number may be submitted with the application materials or when requested after interviews are completed.
5. Application packet must be submitted to the Administration Office as one "pdf" file by emailing the file to Tasha Sims at tsims@dekalbcounty.org. Any questions about this process or time-line should be directed to Tasha via her email or calling 815-895-1630.