



UNNAPPROVED

Special Executive Committee Meeting – Wednesday, September 29, 2021

Third Floor Committee Room, Old Lee County Courthouse – 9:00 a.m.
112 E Second St, Dixon, Illinois 61021

Meeting called to order at 9:01 a.m., by Chair Bob Olson.

Member Roll Call: Chair Bob Olson, Vice Chair John Nicholson, Jim Schielein, and Chris Norberg were present in person.

Members absent: Mike Koppien, Doug Farster

Board Members, Department Heads and County Employees present: Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator)

Visitors: (None)

Approval of Minutes (None)

Old Business:

New Business:

Board Rules and Procedures. Chairman Olson stated the current structure of Board Committees is not broken, but he would like to review it, think outside the box, and determine if there are any ways to improve processes and efficiencies.

Chris Norberg started the discussion by noting the Board Rules and Procedures will need to be updated again in late 2022 to reflect the reduction from 24 to 20 members in December of 2022. Between now and December of 2022, we have an opportunity to test any proposed changes and make modifications if necessary in preparation for the reduction of members.

Chris gave an overview of his proposed change to consolidate the standing Committees to five (5) committees: Administrative Services, Public Safety & Judicial, Transportation & Solid Waste, Finance, and Executive with 5 – 7 members each. The existing responsibilities of Property, Planning, and Zoning would be allocated between the other standing committees. (See attached model for details.) Chris stated he is a big believer in appointing Board members to Committees based on their individual strengths and weaknesses. In his model he would assign liaisons from the Committees to individual county departments or to the various Board appointments. He also encourages the use of special sub-committees when needed and based on the knowledge/experience of various Board members. Chris reiterated that the Board is responsible for setting budgets and setting policies, not run the day-to-day operations of the various departments. Day-to-day operations should be run by the Department Heads.

Wendy provided an excel file to supplement the discussions. The excel file is intended to quantify the number of Board "positions" or appointments that would need to be filled under the various models. Under the existing structure, there are 76 total positions, including standing committees, special committees and other Board appointments. Under the Norberg model the total positions would be reduced to 73. Chris pointed out that we currently have several special committees that are temporary in nature. The UTV Committee, Renewable Energy Committee, and the ARPA Committee consists of 16 "positions". Other Committees such as the Liquor Commission meet on an infrequent basis.

Executive Session

Motion from Chris Norberg: To enter into Executive Session at 9:19 a.m. for the purpose of discussing 5 ILCS 120/2 (c) (11) Litigation.

Second by Jim Schielein.

Roll Call Vote: Chairman Bob Olson, John Nicholson, Jim Schielein, Chris Norberg

Also present: Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator)

Meeting started at 9:20 a.m.

Roll call vote to come back into open session: Chairman Bob Olson, John Nicholson, Jim Schielein, Chris Norberg

Back in Session at 9:32 a.m.

New Business (continued)

Board Rules and Procedures (continued)

Wendy gave an overview of her proposed model. (See attached model) She agreed the special committee model is an efficient way to address a short-term project. Further it allows the Board Chairman to assign committee members with relevant expertise and interest. The largest distinction between the Norberg model and her model is the definition of what is a special, short-term project. Per her review of the Committee Structure of other northern Illinois Counties, two types of committees used by other counties peaked her interest: 1) Personnel Committee, and 2) Planning, Zoning, Economic Development Committee. She noted that both these topics address on-going needs, such as the review of zoning ordinances. Her proposal would create two standing committees and allocate all related responsibilities to these committees. Under her model the Board "positions" or appointments would be 62.

Wendy also noted the on-going special meetings consume a large amount of staff resources to post meetings to the newspaper and website, develop and prepare agenda's, minutes, and conducting zoom meetings. Standing Committees are posted on our website prior to the beginning of the year, eliminating the administrative costs and work of posting a special meeting in the newspaper. Although this model would increase the number of standing committees, it is more productive for staff and Board members to plan around standing committee meetings that are set at the beginning of the year.

S/A Boonstra suggested there is a need for an Ordinance Committee which would be tasked with developing ordinances in general. Jim disagreed, stating that ordinance writing is a specialized field. Jim is comfortable with providing direction, but he is not comfortable with the legal aspect of writing an ordinance. He agrees this is an area where Lee County has been lacking. Chairman Olson suggested we should consider contracting someone for the legal review of any proposed ordinance. Alternatively, the County could consider hiring a civil attorney in the State's Attorney's office to assist with County Board initiatives such as ordinance writing, or perhaps HR related issues.

John supports the concept of having a personnel committee, noting this is something Ogle County has done with success. He also supports having a Planning, Zoning, and Economic Committee because of the focus on economic development.

Chris suggested making the personnel committee a standing sub-committee under Administrative Services. Meetings would be scheduled each month, similar to other standing committees, but could be cancelled if there is a lack of agenda items.

Discussion followed on whether it was prudent to include the negotiations committee under the umbrella of a Personnel Committee. The consensus was that a separate, three-member negotiations committee under the umbrella of Finance is most prudent.

Jim supports the idea of allocating liability responsibilities to the Finance Committee. He believes the salaries should be a function of the Finance Committee also due to the financial impact.

Charley left at this point for another meeting. He encouraged the committee to make a decision based on what works for the Board. He stated he will work with the Board regardless of what model is selected.

John reiterated he does not believe the Properties Committee should be dissolved, asserting the importance of a focus on our physical buildings.

Jim believes the committee structure should be based on the efficient flow of county business. Specifically, minimizing the number of Committees that an issue or topic needs to flow through for approval. He gave the example of departments going to their assigned committee, then the Finance Committee (if there is a financial impact), then to the Executive Committee, and finally the full Board. Are there opportunities to reduce redundancy by clearly identifying what topics/issues are addressed by each committee?

Jim questioned what the "economic development" committee would do. Wendy responded that her thought was this would be the committee that would respond to outside agencies (Rochelle, Dixon) when they request we meet regarding a specific project. Additionally this committee would be the consistent thread between all economic development agencies such as Blackhawk Hills, and LCIDA. John reiterated the importance of having a county representative involved in economic development.

Jim stated he believes that economic development is more of an attitude shift that this Board needs to make rather than a pro-active committee focus. We need to support the initiatives from the various economic development agencies when they come to us, but he is not sure we need a committee to focus on it each month.

Chairman Bob proposed waiting to finalizing the committee structure pending the input of the two absent Committee members. He requested Committee members consider the discussion today and provide feedback for the next meeting.

Board Organization Software (On-Board). Wendy reported she has been researching a Board organizational software. She has been working with Marilyn Shippert and Jack Skrogstad to develop a recommendation. She plans to bring the recommendation to the Finance and Executive Committee's for consideration tin October.

Chairman Olson requested the Administrator work with Department Heads to ensure cross-training and succession planning for the future.

Adjournment

Motion to adjourn by Jim Schielein:

Second by John Nicholson. Motion carried unanimously by voice vote.

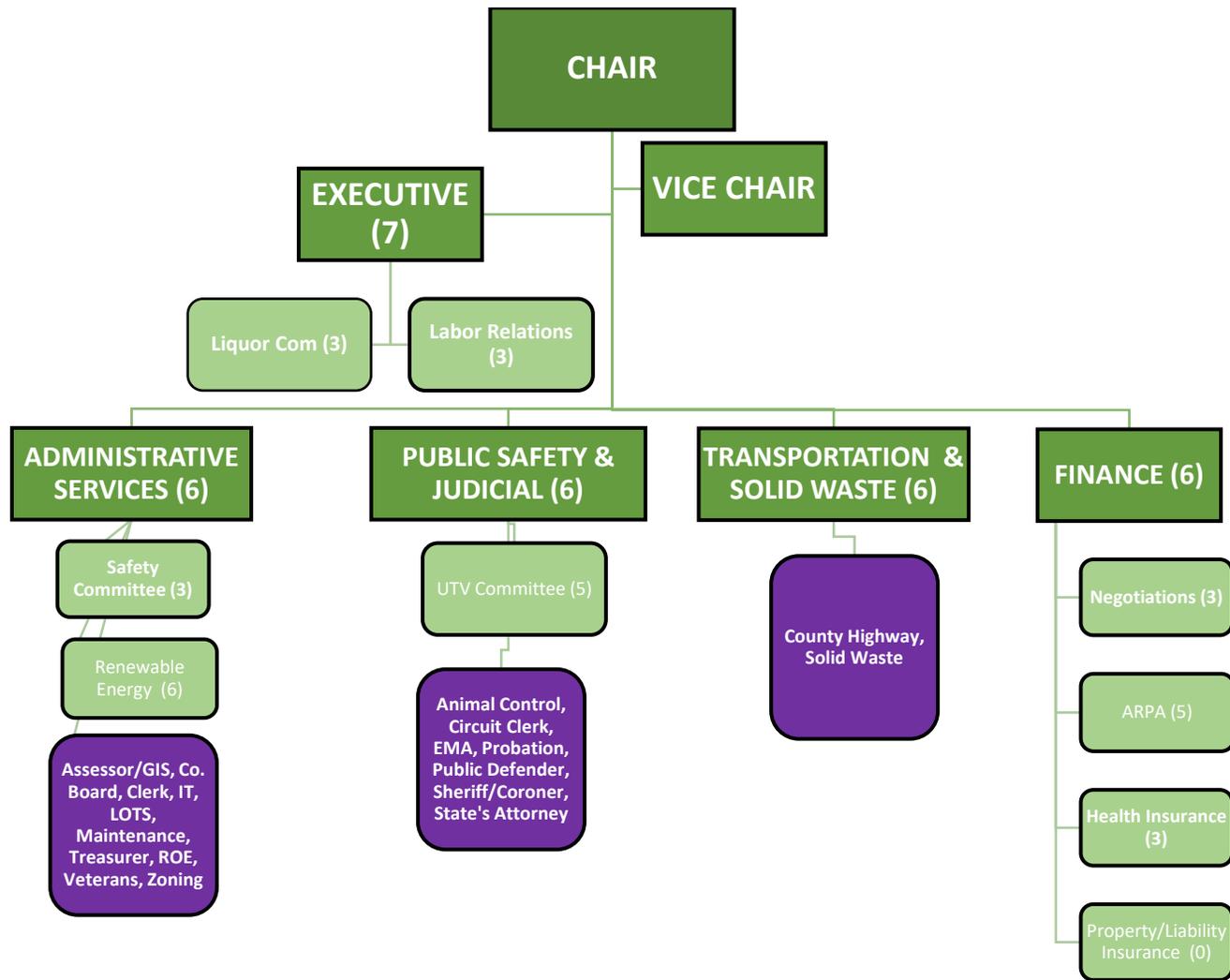
Meeting was adjourned at 10:45 a.m.

Respectfully Submitted by,
Wendy Ryerson, Administrator

The next scheduled meeting for the Executive Committee will be 11:00 a.m., on Thursday, October 15, 2021

(See "09 Special Executive Committee 09.29.2021" pdf document complete minutes including attachments.)

LEE COUNTY BOARD COMMITTEES (Norberg Model)



31 Standing Committee "positions"

31 Special Committee "positions"

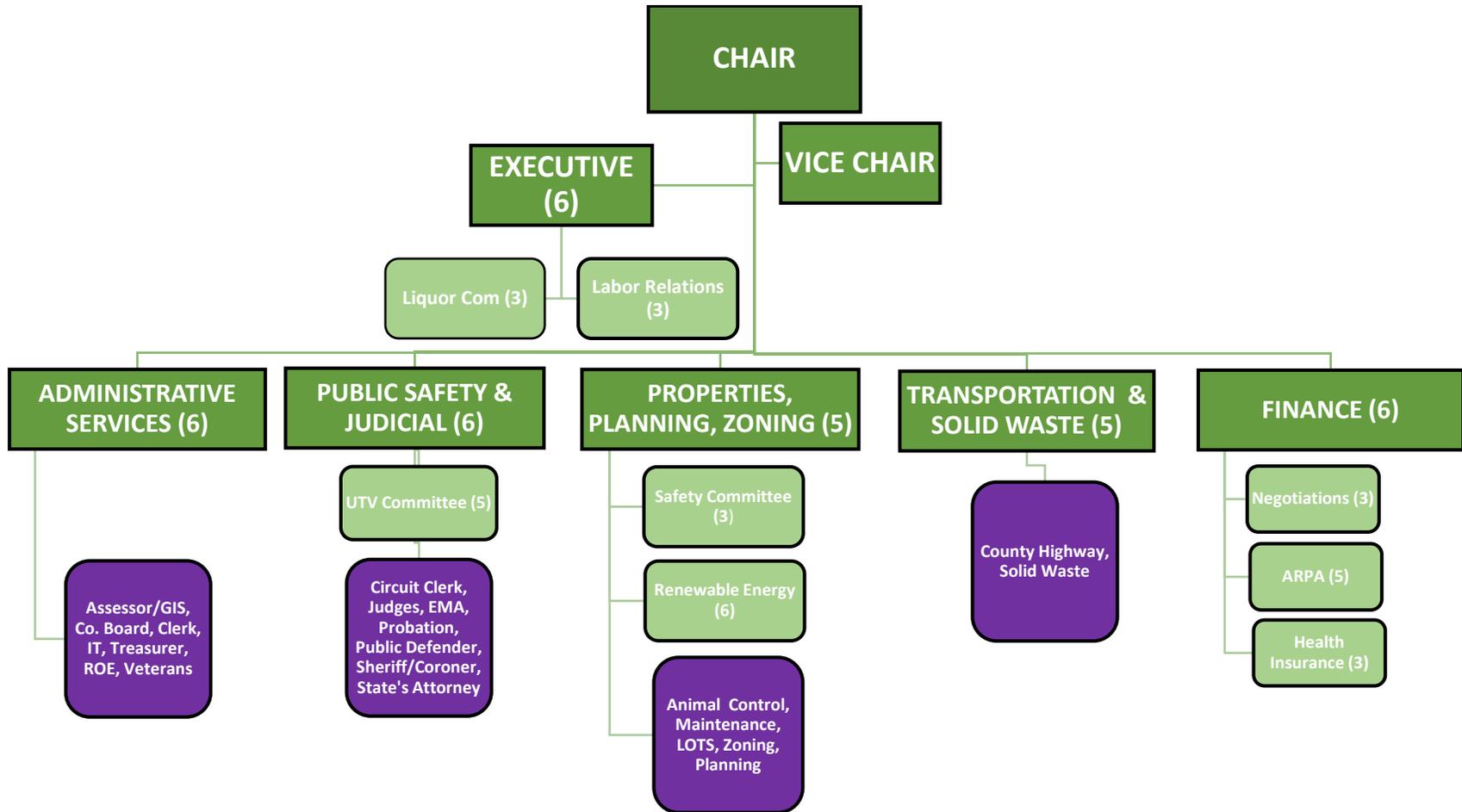
11 Other Appointments

73 Total Positions

24 Members = 3.04

20 members = 3.65

LEE COUNTY BOARD COMMITTEES (Existing Structure)



34 Standing Committee "positions"

31 Special Committee "positions"

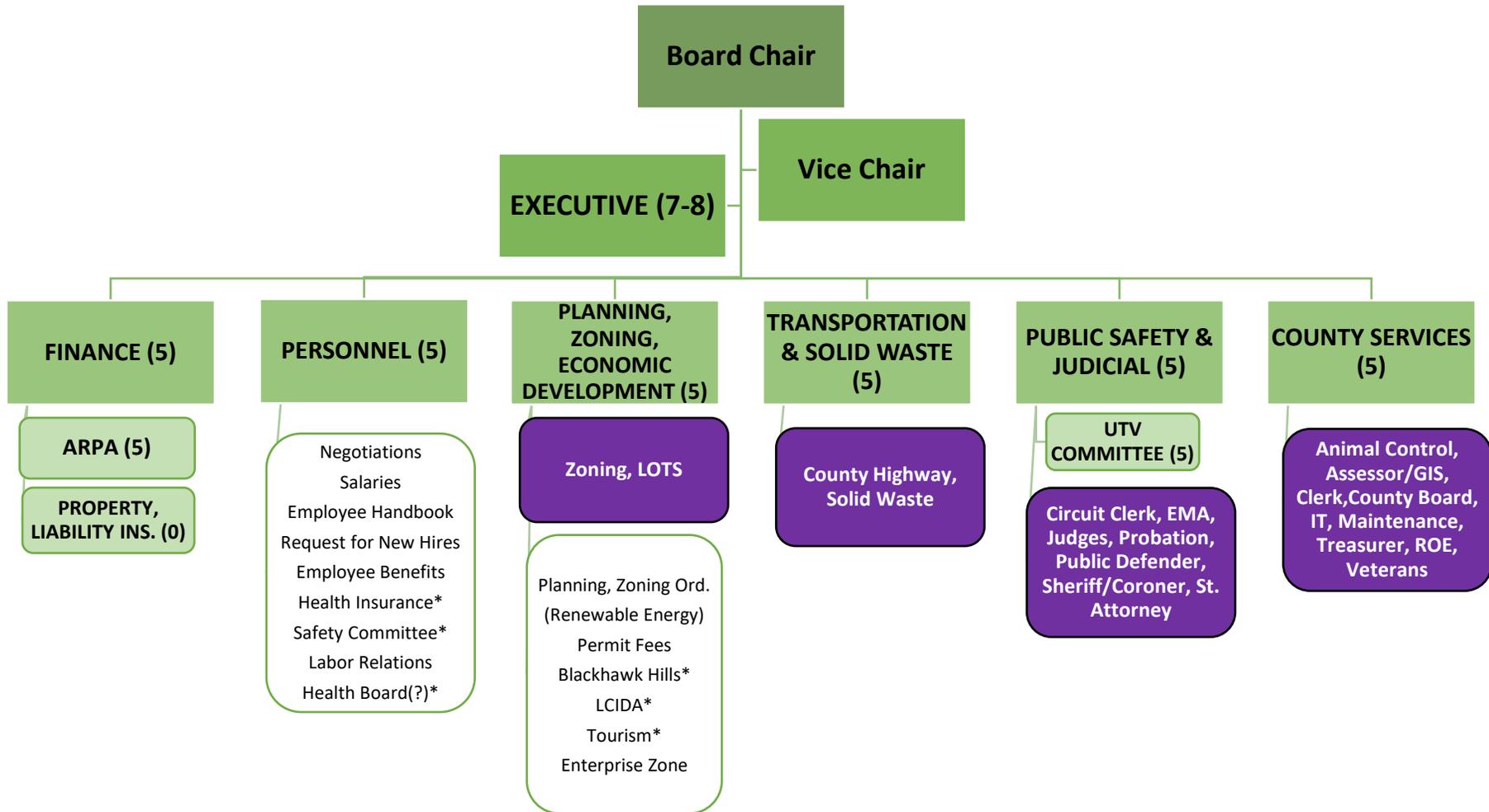
11 Other Appointments

76 Total Positions

24 Members = 3.17

20 members = 3.80

WJR MODEL



38 Committee "positions"
 13 Special Committee "positions"
 11 Other Appointments
 62 Total Positions

**Appoint Liaison(s) from committee to serve or attend meetings and report back*

24 Members = 2.58
 20 Members = 3.10