

Minutes- Executive Committee Report
Monday, March 20, 2023, 6:00 p.m.
303C, Cambridge, IL

Members present: Kippy Breeden, Marshall Jones, Mark Burton, Jim Thompson, Jan May, Dave Dobbels, Lynn Sutton, and Jill Darin
Members absent: Rex Kiser
Other Present: Erin Knackstedt, Mat Schnepple, and Kathy Nelson

Chair Jones called the meeting to order at approximately 6:00 P.M

Member Darin moved to accept the agenda, Member Thompson seconded, all were favor and the motion carried.

Member May moved to approve the February 20, 2023 with the correction made to the Finance report presenter, Member Sutton seconded, all were in favor and the motion carried.

There was no public comment.

Under old business,

Chair Jones and Member Burton reviewed a meeting that they had with Chair Breeden and Member Yager regarding the county HR functions. The consensus was that the county is completing HR functions and that the county board will support further SHRM certification training for staff. The meeting the members had with staff assuaged feeling of county board members regarding desired HR practices. The open position will be listed as an Administrative Assistant and will be cross trained for administration office support, including HR and Economic Development.

Member Burton spoke to the FASCOMM intent but that there is no real interest in pursuing this committee structure at this time.

The committee briefly discussed the draft tourism intergovernmental agreement to create a tourism bureau director position and the fees schedule prepared by Administrator Knackstedt. Administrator Knackstedt updated the committee on the current status of the Bureau and the re-certification process. The committee will continue to review this position.

Under New Business,

Member Darin moved to approve the administrative office of the IL courts lease agreement for office space, Member Burton seconded, the committee briefly discussed the lease agreement and instructed the administrator to request \$3,000 annual rent and a 5% annual increase, Member Darin withdrew her original motion, Member Burton seconded. Member Darin moved to send the action item to the administrative committee to discuss after the state reviewed the request, Member Thompson seconded, all were in favor and the motion carried.

The following Standing Committees presented information and/or an overview of reports to be submitted at the March 23, 2023 County Board meeting: Public Safety, Transportation, Administration, Health & Social Services, Finance, and Plan/Development (see Committee reports).

Member Thompson gave an update from the Public Safety Committee and two action items.

Member Sutton gave an update from the Planning and Development Committee and no action items.

Member May gave an update from the Health and Social Services Committee and one action item.

Member Darin gave an update from the Administration Committee. No action items.

Member Dobbels gave a Transportation Committee report and two action items.

Member Burton updated the committee on the Finance Committee on the three action items.

The committee reviewed the February claims.

Administrator Knackstedt reviewed her monthly activities and reviewed the draft county board agenda.

There was a brief discussion regarding the ADHOC process and the funding received by the Kewanee Senior Citizens Center.

Member Darin moved to enter closed session at 7:00 p.m., Member Breeden seconded, all were in favor and the committee entered closed session. Member Burton moved to re-enter open session at 7:04 p.m., Member Thompson seconded, all were in favor and the committee entered open session.

Member Burton moved to approve the memorandum of understanding with the FOP, Member Thompson seconded, all were in favor and the motion carried.

The next regular Executive Committee meeting is set for Monday, April 17, 2023 at 6:00 p.m. in the 303C, Henry County Courthouse.

With no further business, Member Sutton moved to adjourn, Member Darin seconded, all were in favor and motion carried.

Respectfully submitted,

Erin Knackstedt, County Administrator