Circuit Clerk & State's Attorney Committee
Tentative Minutes
March 13, 2012

1) Call to order: Chairwoman Kilker called the meeting to order at 1:00 p.m. Present: Colbert, DeArvil, Gouker, Janes and Kenney. Others: Barnes, Heuer, Simms, Fred Cederholm, Tom Smith, Circuit Clerk Ron McDermott, State's Attorney Ben Roe and Marty Typer. Absent: Welty.

2) Re appointments:
   - Leaf River Fire Protection District: Kilker announced that there still remains a vacancy on the Leaf River Fire Board. She also mentioned that next month will be a busy month for appointments.

3) Approval of Minutes of February, 2012 meeting and approval of Agenda: Motion by DeArvil to approve the minutes as presented, 2nd by Janes. Motion carried.

4) Public Comment: None

5) Consideration of Monthly Invoices:
   - Circuit Clerk: None
   - States Attorney: Motion by Kenney to approve the bills totaling $4,203.63, 2nd by DeArvil. State's Attorney Roe mentioned that the high total is due to updating the criminal misdemeanor/felony files; which needs to be approximately every 18 months. Motion carried.

6) Departmental Reports:
   - Circuit Clerk: Circuit Clerk McDermott stated that he recently attended a Zone 4 meeting and it provided roughly 4 hours of training. He also has a 15th Judicial meeting scheduled next week. That meeting will discuss some recent law changes and how it affects his office. He will send two chief deputies to the training as well; they will in turn bring back the information to the office for implementation.
   - States Attorney: State's Attorney Roe briefly informed the Committee regarding his recent trip to Springfield. A meeting was held regarding the possibility of closing some prisons and cutting programs due to State budget. Other State's Attorneys and Sheriffs through-out the state attended to voice their opinion. Roe felt that it doesn't make sense to close a prison and cut the programs that keep some of the individuals out of prison. He would like to see the money saved from a prison closure be put into the programs.

     State's Attorney Roe briefly informed the Committee of a new law suit regarding a federal inmate that was housed in our Correctional facility. The inmate alleges that he injured himself while here and has filed suit against Sheriff Harn and the jail superintendent. Roe stated it was turned over to the insurance company and they will be providing our legal attorney.

7) New Business:
   - Uncollected fees and fines: Circuit Clerk McDermott stated Asst. State's Attorney O'Brien and himself are still working on the project. State's Attorney Roe stated there are companies that help counties on their collection process and he is going to reach out to one company that has had positive results with other counties.
   - Resolution re interview methodology: Kilker distributed 2 hand-outs; one is the current policy and the other is a resolution with updated requests that would be implemented into the current policy. Discussion continued; Gouker questioned the need for more specific details (term lengths, Open Meeting Acts training requirement). State's Attorney Roe stated it can be is detailed as the Committee would like it to be. Gouker would like to see the specifics attached to the applications so the applicants

know up front what is expected. Heuer felt it should be the responsibility of the applicant to seek this information out if they truly want the position. Kilker stated she will work with Roe and make the minor changes and bring it back next month; meantime if anyone has suggestions to email Roe or herself.

- Westlaw contract: State's Attorney Roe stated that Westlaw is software that is used for legal research and training; they have come out with a new simplified product and the upgrade would roughly cost an additional $400 a month on top of the current monthly contract fee. Discussion continued.

8) Old Business:
   - Circuit Clerk: None
   - States Attorney: None
   - Other: Kilker distributed a copy of a letter she received from Mr. Godman regarding his appointment/pay to the Board of Review. Discussion continued; Kilker will address the issue with Assessor Harrison.

     Kilker questioned the status of the bid process document that was to be drafted for County use.

9) Adjournment: With no further business, Chairwoman Kilker adjourned the meeting. Time: 1:47 p.m.

Respectfully submitted,
Tiffany O'Brien

RESOLUTION

OGLE COUNTY BOARD POLICY REGARDING APPOINTMENTS

WHEREAS, the Ogle County Board recognizes that boards, committees, and commissions are an integral and important component of County government and that citizens provide the County government a vast resource of talent, expertise, and volunteer time; and

WHEREAS, The County Board Chairman has requested the State's Attorney & Circuit Clerk Committee to review the interview and appointment process with regard to appointing members to serve on boards, committees, and commissions, and make recommendations in a resolution form for ease of reference regarding general polices for county board appointments; and

WHEREAS, the State's Attorney & Circuit Clerk Committee has reviewed the interview and appointment process, making specific recommendations to the County Board for improvement of the appointment process; and

NOW, THEREFORE, BE IT RESOLVED that the State's Attorney & Circuit Clerk committee shall be afforded an opportunity to interview each potential nominee and make a specific recommendation before the County Board acts on the appointment, unless the County Board Chairman determines, by necessity or circumstance, or otherwise prescribed by current Illinois law, that an interview is not necessary, wherein the County Board Chairman may make a recommendation, with the advice and consent of the board, and therefore forego the aforementioned process; and

BE IT FURTHER RESOLVED in addition to requirements already set in county policy, that every potential nominee shall provide the State's Attorney & Circuit Clerk Committee and County Board with a document(s) comprised of the following information (at a minimum): a bio, containing general work and personal information about the candidate, qualifications for the position, and the reason(s) that the candidate in interested in seeking the appointment; and

BE IT FURTHER RESOLVED that the Boards and Commissions affected by this policy shall include: Fire Protection Districts, Forest Preserve Districts, Museum Districts, Planning Commission, Board of Review, Mental Health "708" Board, Board of Health, Civic Center Authority Board, Housing Authority Board, Farmland Assessment Committee, Zoning Board of Appeals, Lost Nation/New Landing River Conservatory District, TB Care and Treatment Board, Kishwaukee River & Kyte Creek Drainage Districts, 9-1-1 Emergency Telephone System Board, and the War Veterans Assistance Commission Board.

BE IT FURTHER RESOLVED that all previously adopted policies regarding county board appointments not inconsistent with this resolution remain in full force and effect.

Date:_____

_____
Jim Barnes
Chairman, Ogle County Board

Attest:

_____
Rebecca Huntley, Ogle County Clerk

APPOINTMENT POLICY
OGLE COUNTY, ILLINOIS

All appointments made by the Chairman of the Ogle County Board and approved by the County Board to positions in Ogle County which involve the making of or advising on public policy or the appropriating or spending of money shall be carried out according to the following procedures:

I.

A. A list of all appointments that fall under this policy shall be maintained by the County Clerk's Office.

B. This list shall include the following:
   1. the name of the current holder of the positions
   2. the expiration date of each term
   3. the length of the term of each specific appointee
   4. the total number of members on each panel, board, or committee for which an appointment is necessary

II.

A. In order to allow the public to be aware of and have the opportunity to express interest in the vacant position, there shall be a public announcement of the expiring term made at the second County Board meeting before the date when the term in question shall expire.

B. Specific deadlines for application and any announcement in addition to the one given at a County Board meeting shall be at the discretion of the Chairman of the County Board.

C. The Board on which a term is expiring are also encouraged to announce expiring terms in the community served by the Board.

III.

A. If more than one person expresses an interest in a position, an appropriate committee may be assigned or created by the Chairman of the County Board to interview those interested and make a recommendation to the Chairman of the County Board.

B. The Chairman of the County Board may choose to interview candidates without the assistance of the committee.

C. In addition to interviewing candidates, information concerning the appointment may be received from the following sources:

   1. the general public; or
   2. County Board members; or
   3. incumbent members of the Board on which the term is expiring; or
   4. officials of a political party if the appointment in question is to be made on a partisan basis.

D. Recommendations from a committee are not binding on the Chairman of the County Board.

E. The Chairman of the County Board may be a member of any committee appointed to interview interested persons.

IV.

A. Interest in a position may be expressed by the interested person by delivering the County Board's application for appointment to the County Clerk:

1. their name; and
2. their address; and
3. their telephone number; and
4. an affirmation that:

   a. they are registered to vote in the district for which the position is sought; and
   b. they would have no conflicts of interest if appointed.

V.

A. The Boards and Commissions affected by this policy shall include, but are not limited to:

1. Fire Protection Districts
2. Forest Preserve Districts
3. Museum Districts
4. The Ogle County Planning Commission
5. The Ogle County Board of Review
6. The Mental Health "708" Board
7. The Ogle County Board of Health
8. The Ogle County Civic Center Authority Board
9. The Ogle County Housing Authority Board
10. The Ogle County Farmland Assessment Committee
11. The Ogle County Zoning Board of Appeals
12. Lost Nation/New Landing River Conservancy District
13. TB Care and Treatment Board
14. Kishwaukee River & Kyte Creek Drainage Districts
15. 9-1-1 Emergency Telephone System board
16. War Veterans Assistance Commission Board
17. County appointed and elected officials when a vacancy occurs and the filling of that vacancy rests with the County Board

B. NOT included in this policy are:

1. Cemetery Trustees
2. Sheriff's Merit Commission
3. Committees and persons ordinarily appointed by the County Board Chairman at the beginning of a term or in connection with ordinary County business.

C. The criteria for determining others not mentioned shall be whether they determine spending or appropriation of tax money or the making of or advising on public policy in Ogle County.

VI.

A. Appointments shall be made and approved as required by the laws of the State of Illinois.

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Bob & Carol Godman
5826 E Bradley Rd
P.O. Box 607
Byron IL 61010

March 5, 2012

Dear Lynne,

I was shocked when Jim Harrison would only pay us $833.00. He would not pay us our $2,000.00 salary as members of the board of review. When we were appointed that was the salary that was published in the paper. You and the board of States Attorney & Circuit Clerk committee never said it would be anything less than that.

I spent time reviewing the appeals before the meetings with the appellants'. I spent two Saturdays researching the buildings they used for comparisons and 8 hours putting a summary together on an Excel spread sheet before the meetings. I spent four days in meetings at 8 hours a day. This does not include the hours of course work and trip to Springfield to pass a required state exam.

The result of my time was a $15,870,834 increase in Dement Township's assessed valuation from the prior year! Overall we increased the county's assessed valuation approximately $18,000,000. The best part is that we did it, and with few exceptions, the appellants left convinced that our calculations were fair.

Tom, Joe and I all did homework and worked for the good of the county and fairness to its citizens. Keep in mind this increase is in a year of decreasing property values. I bet there aren't many counties increasing their assessed values in this market.

We all agreed your board needs to increase the salary next year to at least the former $4,500.00 in order to retain a competent review board. We bring diverse backgrounds to the table. Joe is a contractor, Tom is an engineer and I have a financial background and experience as a multi township assessor. Next year is Exelon's appeal which is 40% of the county's total EAV. I am sure you would want an experienced board represent you for those hearings.

Surely the county budget of $12,000,000 has room to pay us the wage we agreed to when we accepted this appointment.

Sincerely,

Bob

Bob Godman
Cc: Mr. Jim Barnes