



This meeting was held via conference call per the Governor of Illinois, J.B. Pritzker's signed "Executive Order 2020-07" on March 16, 2020, Section 6, during the duration of the Gubernatorial Disaster Proclamation of March 9, 2020, the provisions of the open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of a public body are suspended and "Executive Order 2020-08" on March 21, 2020, all public gatherings in the State of Illinois of 10 People or more are prohibited during the duration of the Gubernatorial Disaster Proclamation of March 9, 2020.

The public was notified on January 7, 2021, via the Lee County website to email public requests to: countyboardrequests@countyoflee.org and the meeting was live streamed on January 11, 2021, at <http://www.youtube.com/channel/UCO3ZPalJgtBWMfph0rstLXA>

ADMINISTRATIVE SERVICES COMMITTEE – Monday, January 11, 2021

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

Meeting called to order at 9:00 a.m., by Chair Chris Norberg.

Members present: Chair Chris Norberg, Vice Chair Danielle Allen, and Jack Skrogstad were present in person, Bob Gibler, Bill Palen and Jim Horstman attended via Zoom video conferencing.

Members absent: None

Board Members, Department Heads, or Employees present: Paula Meyer (Treasurer), Cathy Myers (County Clerk), Nancy Petersen (Chief Deputy Clerk in the County Clerk's Office), Wendy Ryerson (Assessor), Charley Boonstra (State's Attorney), Thomas O'Malley (GIS), Jonathan Henrickson (IT Intern), Chris Tennyson (Assistant Regional Superintendent of Schools) and Becky Brenner (Board Secretary) were all present in person, Jim Gorman (Veterans Assistance) attended via Zoom video conferencing.

Minutes of the December 2020 Administrative Services Committee meeting were approved without modification.

Review of Claims and Reports:

Motion by: To approve claims, from Clerk and Recorder, Treasurer, ROE, County Board, Supervisor of Assessments, GIS/IT, and Veterans.

Second:

Voice vote was overlook during the meeting but will be taken during the committee report at the County Board meeting on January 21, 2021.

Department Head Reports

Cathy Myers reported that she will be retiring on January 31, 2021. She explained that Nancy Petersen was the recommendation from the Republican Party as her replacement. Under new business on the agenda was a resolution for the appointment of Nancy Petersen as the County Clerk and Recorder to fill the rest of Cathy's term. Cathy also reported that the office will be seeking to fill Nancy's position in the Recording Department. She also explained that the deposit of funds would reflect an additional reimbursement from the Election Cares Grant of \$16,865.69. The department received 100% reimbursement for what was spent to cover COVID expenses. And lastly she mentioned that she was submitting the Lee County Clerk/Recorder Annual report to the committee to be motioned to County Board.

Chris Tennyson introduced himself on behalf of ROE. Chris is the Assistant Regional Superintendent of Schools for Lee, Ogle, and Whiteside Counties and the IPA State Director for the Northwest Region. He reported that about 80% of the schools were back in session face to face, with a remote learning option. They are meeting by County with the vaccinations for educators. And that superintendents received a rough estimate of the funds that they will be receiving from the new ESSER II Act that was approved by the Federal Government to help schools with COVID expenses.

Paula Meyer reported that her office was working to get out W2 and 1099 forms. The office is finishing the setup of payroll and was in the process of rolling out the first payroll without the trainer's assistance. Paula also reported that the Treasurer's Office is preparing for the auditors.

Wendy Ryerson reported that the office is currently in the process of wrapping up and closing out the 2020 assessment year. Board of Review is working on assessment appeals that had been filed. Tentative decisions have been made based on documentation. At the end of January dates are scheduled for the board to conduct hearings for anyone who is not satisfied with the tentative decisions that were mailed out. Wendy is hoping to roll out the 2020 assessment tax roll to the Clerk's Office by mid-February.

Wendy also reported that she is working with the Treasurer's Office to modify and adjust the GIS and IT budgets since the offices have now been unlinked for collaboration and cross training purposes. Both GIS employees are moved into the space allocated for the new GIS Department housed in the North East corner of the Assessment Office.

There was no report from Veterans.

Old Business

Chris Norberg reported that all but six departments had returned information for the sexual harassment training that will be provided to Sikich. The committee discussed the need for Board Members to participate in the training program.

Motion by Danielle Allen: To move to Executive Committee the topic of updating the County Board Rules and Procedures to include a requirement that all County Board Member must undergo sexual harassment training.

Second by Jack Skrogstad. Motion carried unanimously by voice vote.

Danielle Allen reported that the IT Hiring Committee met on January 8th to review resumes. There were five (5) candidates that were chosen for in person or Zoom interviews on January 19th. The committee is also looking for a replacement employee to fill the vacancy created by the resignation of the IT Director. The committee is hoping to have an IT Administrator hired by early February.

The committee discussed paid leave verses unpaid leave specifically in regards to COVID-19 quarantine. Mandated paid sick leave under FFCRA expired December 31, 2020 for County employees. Should the County continue to pay employees for the two (2) week quarantine time and should they be paid for more than 1 (one) instance with quarantined time were specific topics discussed. Because the item was not on the agenda, the topic was added to the Executive Committee agenda prior to posting.

New Business

Chris Norberg explained that Sikich had updated the County's sexual harassment policy to reflect mandated requirements set by the State of Illinois.

Motion by Jack Skrogstad: To move Ordinance: Policy Prohibiting Sexual Harassment for Lee County to the Executive Committee.

Second by Danielle Allen. Motion carried unanimously by voice vote.

Chris Norberg provided the committee with Ordinance# 10-15-001, Creating and Setting the Powers, Duties and Responsibilities of the County Administrator Position, the former County Administrator's Employment Agreement and the Administrator's Job description that was put in place when the former Administrator was hired. Chris encouraged the members to give opinions about the topic of hiring an administrator. Primary concerns mentioned in the discussion were the cost involved with hiring an administrator and job duty assignments.

Chris Norberg walked the committee through the updates and revisions made by Sikich to the Employee Handbook. He explained that the majority of the work done to the document was reorganization of the existing information and the addition of employee onboarding documents. Mr. Horstman voiced concerns in regards to the definition of bullying in the handbook. The committee agreed that more time should be taken to look the document over before sending to Executive Committee.

Motion by Jack Skrogstad: To table the Employee Handbook item on the agenda until February so the committee has more time to discuss.

Second by Bill Palen. Motion carried unanimously by voice vote.

Motion by Bill Palen: To send Resolution: Appointment of Lee County Clerk and Recorder to Executive Committee.

Second by Danielle Allen. Motion carried unanimously by voice vote.

Cathy Myers explained in her report earlier in the meeting that the department would be looking for someone to fill Nancy Petersen's place in the Recording Department. No motion or approval was necessary because the position was already included in the budget.

Executive Session

Motion from Danielle Allen: To enter into Executive Session at 10:04 a.m. for the purpose of examining past executive session minutes 5 ILCS 120/2.06.

Second by Jack Skrogstad.

Roll call vote: Chair Chris Norberg, Vice Chair Danielle Allen, Bob Gibler, Bill Palen, James Horstman and Jack Skrogstad.

Also present: Charley Boonstra and Becky Brenner

Meeting started at 10:15 a.m. after equipment reconfiguration.

Motion by Bill Palen: To come out of Executive Session.

Second by Danielle Allen.

Roll call vote: Chair Chris Norberg, Vice Chair Danielle Allen, Bob Gibler, Bill Palen, James Horstman and Jack Skrogstad.

Also present: Charley Boonstra and Becky Brenner.

Back in open session at 10:49 a.m.

Chris Norberg explained that the IRS per diem rate went from \$0.575 per mile in 2020 to \$0.56 per mile per in 2021.

Motion to adjourn by Bob Gibler:

Second by Danielle Allen.

With no further business the meeting was adjourned at 10:52 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary

The next scheduled meeting for Administrative Services Committee will be Monday, February 8, 2021, at 9:00 a.m.