



**ADMINISTRATIVE SERVICES COMMITTEE – Monday, February 10, 2020**

Third Floor Board Conference Room, 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 Judy Truckenbrod.

**Members present:** Chair Judy Truckenbrod, Vice Chair Bob Gibler, Bill Palen, Jim Wentling, and Jim Horstman.

**Members absent:** None

**Board Members, Department Heads, or Employees present:** Charley Boonstra (State’s Attorney), Cathy Myers (County Clerk), Paula Meyer (Treasurer), Mike McBride (IT/GIS), Bob Sondgeroth (ROE)(9:00-11:02), John Nicholson (County Board Chairperson), Greg Gates (LOTS), and Becky Brenner (Board Secretary).

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

**Review of Claims and Reports:**

**Motion by Bob Gibler:** To approve the claims from Clerk and Recorder, Treasurer, ROE, County Board, Supervisor of Assessments, GIS/IT, and Veterans. *(with the exception of one credit card claim that did not have the required documentation)*

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

**Department Head Reports**

Cathy Myers reported that per the instructions coming out of the recent audit, all credit card claims must be presented to the committee with the actual charge receipt attached to the paperwork or the claim would be pulled. She also reported that all of the precinct polling locations will be marked with a new weighted “Vote Here” sign so the location can be easily identified. Early voting started on February 6, and since the Old Lee County Courthouse is a polling location, the campaign free zone rules are in effect. Cathy also reported that sample ballots were available on the County website and that they would also appear as an insert in the paper on February 19, 2020. She also reported that the department is in need of election judges. Anyone interested is encouraged to contact the Election Department.

Paula Meyer reported that mobile home bills will be going out shortly and that she is looking to hire a very part-time/seasonal position to help out during the busy season and to cover vacation time.

Bob Sondgeroth presented the ROE report to the committee which highlighted the superintendent and principal meeting at Sauk Valley College, continued training for the Behavior Threat Assessment Teams, and that Professional Development saw 250 participants in January. The full report will be included in the January County Board Agenda Packet.

Mike McBride reported that the new Lee County Website is up and live. Departments are still working through tweaks and learning their way around the new program. The department is still working on the video arraignment equipment and software to get the system up and working smoothly. He also reported that the new phone system for 911 would be installed later in the week.

Judy Truckenbrod gave an email report for Wendy Ryerson (Assessor). Charles. The Board of Review should be adjourning in the next couple of days. They are waiting for a stipulated agreement to be approved by UPM Raflatac, Inc. The 2019 file will be closed out shortly and sent to the County Clerk’s office. The office is focusing on kicking off 2020 assessment which includes the annual assessor’s instructional meeting , and completing township task lists for assessors, and preparing and mailing Homestead renewals.

No report from the Veterans’ Office.

**Old Business**

There was a lengthy discussion by the committee in regards to the board and committee member rules as spelled out in the current County Board Rules and Procedures Manual. Judy Truckenbrod reported that she would be asking all committees and members to review the information and provide feedback for updates to the manual.

John Nicholson reported that the County is waiting to schedule the mandatory Sexual Harassment training until after the State of Illinois publishes the necessary criteria information later this month. He also reported that the County would be hosting a Reasonable Suspicion Training session on March 6, 2020. Judy Truckenbrod reported that she would be attending the 2020 New Employment Laws Seminar hosted by IACBM on February 26, 2020, in Springfield.

**New Business**

**Motion by Jim Wentling:** To move the Resolution Regarding the Modification of County Board Meeting Times to Executive Committee.

**Second by Bob Gibler:** Motion carried unanimously by voice vote.

**Motion by Jim Wentling:** To move the Resolution Regarding the Weed Control Superintendent to the Executive Committee.

**Second by Bob Gibler:** Motion carried unanimously by voice vote.

**Motion to Adjourn by Bill Palen:**

**Second by Jim Wentling:**

With no further business, meeting was adjourned at 11:31 a.m.

Respectfully submitted by:

Becky Brenner, County Board Secretary

*The next scheduled meeting for Administrative Service Committee will be Monday, March 9, 2020, at 9:00 a.m.*