



ADMINISTRATIVE SERVICES COMMITTEE – Monday, March 8, 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, Bill Palen and Jack Skrogstad were present in person, Bob Gibler (9:00-10:06) and Jim Horstman attended via Zoom video conferencing.

Members absent: None

Board Members, Department Heads, or Employees present: John Nicholson (Vice Chairman), Charlie Boonstra (State's Attorney), Wendy Ryerson (Assessor), Paul Rudolphi (Chief Deputy, Treasurer's Office), Jonathan Henrickson (IT Intern), and Becky Brenner (Board Secretary) were all present in person, Nancy Petersen (County Clerk), Bob Sondgeroth (ROE)(9:00-9:50) and Joanne Snyder (AAIM Employers' Association)(9:00-9:25) attended via Zoom video conferencing.

Minutes of the February 2021 Administrative Services Committee meeting were approved without modification.

Joanne Snyder, Account Executive and Sales Manager from AAIM Employers' Association, walked the committee through the many benefits of becoming a member of AAIM. Some of the benefits of membership include human resource services and support, new applicant tracking, development and employee retention services, access to their learning management system, and access to four (4) online business libraries.

Motion by Danielle Allen: To send AAIM Employers' Association membership to the Finance Committee.
Second by Jack Skrogstad. Motion carried unanimously by voice vote.

Review of Claims and Reports:

Motion by Bill Palen: To approve claims, from Clerk and Recorder, Treasurer, ROE, County Board, Supervisor of Assessments/GIS, IT, and Veterans.
Second by Danielle Allen: Motion carried unanimously by voice vote.

Department Head Reports

Nancy Petersen reported that she has two positive cases of COVID in her office and another employee with symptoms. Maintenance has been in the office to disinfect. As a precaution, the office will be closed for several days. There is one employee working in the Election's Department and statutorily this office has to remain open.

Paul Rudolphi reported that the Treasurer's Office had mailed out mobile home bills at the end of February and the in-house portion of the audit by Wipfli had been completed.

Bob Sondgeroth walked the committee through the ROE report. Highlights included information on the teacher shortage and the Professional Development program which included 243 participants in February. The entire report will be included in the March 2021 agenda packet.

Wendy Ryerson reported that the office had closed out the 2020 assessment year and the file was moved to the County Clerk's Office for the calculation of rates and tax bills. She also explained that 2021 was the quadrennial reassessment of Palmyra and Dixon Townships and that the office was getting ready to send out roughly 1800 exemption renewal applications. Wendy also reported that in January of 2022, the County would be picking up an additional multi-township assessment jurisdiction. She does have someone in mind that may be willing to serve as a second part-time field inspector.

Chris Norberg reported that IT was not present to give a report this month because they were working on installing the new phone system.

There was no report from Veterans Assistance.

Old Business

Motion by Jack Skrogstad: To move the Employee Handbook Resolution to the Executive Committee.

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

The internet connection went down at 10:06 a.m., and the meeting came back up at 10:22 a.m.

The committee continued their discussion on the hiring of a County Administrator discussed qualifications and salary. Jim Horstman graciously rewrote the job description and there were no additional revisions requested.

Motion by Danielle Allen: To move the County Administrator job description and salary to the Finance Committee.

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

The committee continued their discussion regarding the size of the County Board. Jack Skrogstad researched counties in Illinois that were similar in size to Lee County. Based on his research, the average size was 18 board members. He also touched on the behind the scenes work that was actually being done by board members to make sure the right decisions were being made. Bill Palen felt that the current number of 24 board members was a very good working number and provided a well working cross section of people. Chris Norberg also researched the number of Board Members in like sized counties and explained that he was not comfortable going below 20 board members. Jim Horstman felt that reducing the number of members would reduce the resources and the manpower that is necessary to complete all of the tasks that the job requires. Danielle Allen felt that reducing the number would reduce the amount of representation for smaller towns within the County.

New Business

The committee recommended continuing COVID paid time off as directed in 2020 with the following two (2) requirements. 1) Employee will require written documentation from the Health Department that they need to be quarantined 2) All Department Heads would provide monthly reports of employees that have used or are currently using COVID paid time off and how many times the benefit was used. The policy will be reviewed on a quarterly basis throughout 2021 and is subject to changes as needed.

Motion by Jack Skrogstad: To move COVID paid time off recommendations to the Executive Committee.

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

Motion to adjourn by Danielle Allen:

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

With no further business the meeting was adjourned at 10:56 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary

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