



**ADMINISTRATIVE SERVICES COMMITTEE – Monday, March 9, 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, and Jim Horstman

**Members absent:** Jim Wentling

**Board Members, Department Heads, Employees and Visitors present:** Charley Boonstra (State's Attorney), Wendy Ryerson (Assessor), Paul Rudolphi (Chief Deputy, Treasurer's Office)(9:00-10:49), Mike McBride (IT/GIS)(9:00-11:01), Bob Sondgeroth (ROE)(9:00-10:55), John Nicholson (County Board Chairperson)(9:15-11:27), and Becky Brenner (Board Secretary).

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

**Review of Claims and Reports:**

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

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

**Department Head Reports**

Paul Rudolphi reported that mobile home tax bills will be mailed out within the next or week and a half and they will be due mid-May 2020. He also reported that the office is gearing up for the upcoming tax season. Kudos to the Treasurer's office for a smooth audit.

Bob Sondgeroth presented the ROE report to the committee; he highlighted School Maintenance Grants, Pandemic COVID-19 Checklist, Ogle County Local Public Health Assessment, IL Association of Gifted Children, Regional Spelling Bee, and Center for Change. There were 315 participants in Professional Development. Bob also reported that on Friday, March 5, 2020, Lee, Ogle, and Whiteside Counties, and LOTS along with Sauk Valley Community College and the Regional Office of Education put on a Reasonable Suspicion Training. Sauk Valley College was very kind in donating the Mathias Theatre and light refreshments. The full ROE report will be included in the March County Board Agenda Packet.

Mike McBride reported that the County was a month into the use of the new website and everything is going well and that the IT office along with outside software providers continue to work on the video arraignment equipment.

Wendy Ryerson reported that her office had closed out the 2019 assessment year on schedule and has rolled the property tax information out to the County Clerk's office. The office is gearing up to send out roughly 2000 exemption and renewal applications within a week or so. Wendy also reported that the annual assessor's instructional meeting for the 4 (four) township supervisors will be done individually this year so more time can be spent showing them the ChangeFinder software and explaining how it will impact their day to day work.

No report from the Veterans' Office.

## **Old Business**

The committee continued its discussion of the current Lee County Board Rules and Procedures.

Judy Truckenbrod shared with the committee some of the topics and changes that came out of the IACBM meeting she attended on February 26, 2020, in Springfield.

It has been recommended to give the State a little more time to finish its Sexual Harassment Training and certification product . If not available within a few months, the County can purchase training from a vendor.

The resolution regarding the modification of County Board meeting dates that was tabled at the County Board meeting in February was brought back to committee for additional discussion and explanation.

**Motion by Bob Gibler:** To move the Resolution Regarding the Modification of County Board Meeting Dates to Executive Committee. County Board will meet on Thursdays rather than Tuesdays for remainder of fiscal year.

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

## **New Business**

The committee addressed the County's Soliciting Policy. It was suggested that vendors be allowed to set up tables at the annual Wellness Screening event so employees could chose the vendors they wanted to meet with and meet with them on their own time. The committee would like to get more input from department heads and the Group Health Insurance Committee before making a recommendation.

**Motion to Adjourn by Bill Palen:**

**Second by Bob Gibler:**

With no further business, meeting was adjourned at 11:27 a.m.

Respectfully submitted by:

Becky Brenner, County Board Secretary

*The next scheduled meeting for Administrative Service Committee will be Monday, April 13, 2020, at 9:00 a.m.*