



## **ADMINISTRATIVE SERVICES COMMITTEE – April 5, 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:** Bob Olson (County Board Chairman)(9:17-9:30), John Nicholson (County Board Vice Chairman), Charlie Boonstra (State's Attorney)(9:15-9:41), Wendy Ryerson (Assessor), Nancy Petersen (County Clerk), Paula Meyer (Treasurer), Chris Tennyson (Assistant Regional Superintendent of Schools), Paul Gorski (IT Administrator)(9:25-9:41), (Zack Owen)(IT), and Becky Brenner (Board Secretary) were all present in person.

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

### **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 her office is open again and she is presently 100% staffed. She explained that the Consolidated Election started on Tuesday, April 6, 2021, at 6:00 a.m., and staff would be working well into the night. Because of COVID, there is a shortage of election judges. She also expressed concerns about the phone system because she was not able to receive faxes on either of the office fax machines.

Paula Meyer reported that the Treasurer's Office is getting ready for the real estate tax season. She also explained that most of the bugs in the new payroll and accounting software had been worked out. Paula also reported that after talking to the Finance Committee, she started the process of hiring an additional employee and would like to have this employee hired before the upcoming real estate tax season.

Chris Tennyson walked the committee through the ROE report. Highlights included the arising legal issues due to COVID-19, ESSER 11 funding, and professional development. The full report will be included in the April 2021 County Board agenda packet.

Wendy Ryerson took advantage of the light agenda to provide the committee with a comprehensive GIS Department report. Highlights included updated job descriptions for the Senior GIS analyst and GIS Specialist, collaborative work with the Zoning Office and GIS related and non-GIS related IT tasks. The full report will be included in the April 2021 County Board agenda packet.

Paul Gorski reported that there are a few phones at the Highway Department that they need to wrap up and then the phone upgrade for the County would be completed. During the next three weeks the department would be working on the Wi-Fi upgrades in the Old Courthouse, the New Courts Building, and a minor update at the Highway Department. Paul updated the committee on the progress that was being made with a new computer in the Zoning Office and software upgrades in the Election Department. He also explained that he had gone out for competitive bids for new computers.

There was no report from Veterans Assistance.

**Old Business**

**Motion by Danielle Allen:** To move the following items, that were on the cancelled County Board agenda for March, to April's Executive Committee agenda: Covid Policy for Employees, County Administrator Discussion, Revision of Employee Handbook Resolution, and Membership Size of the County Board Resolution.

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

**New Business**

No new business

**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 9:41 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary

*The next scheduled meeting for Administrative Services Committee will be Monday, May 10, 2021, at 9:00 a.m.*