



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 April 1, 2020, via the Lee County website to email public requests to: [countyboardrequests@countyoflee.org](mailto:countyboardrequests@countyoflee.org) and the meeting was live streamed on April 6, 2020, at <http://www.youtube.com/channel/UCO3ZPalJgtBWMfph0rstLXA>

### **ADMINISTRATIVE SERVICES COMMITTEE – Monday, April 6, 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 and Vice Chair Bob Gibler were present in person, Bill Palen, Jim Wentling, and Jim Horstman, all present via conference call.

**Members absent:** None

**Board Members, Department Heads, Employees or Visitors present:** John Nicholson (County Board Chairperson), Charley Boonstra (State's Attorney), Mike McBride (IT/GIS), and Becky Brenner (Board Secretary) were present in person, Cathy Myers (County Clerk)(9:00-9:22), Judge Matt Klahn (9:00-9:38), and Bob Sondgeroth (ROE) all present via conference call.

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

Judy Truckenbrod gave kudos to all the departments on how they were handling the challenges presented by COVID-19. She reported that the yearly audit conducted for the County had been completed and a presentation by the Treasurer's Office would be at a later date. Word came back from the auditors that last year's audit had been the easiest conducted for the County in a long time. Judy talked to Paula Meyer (Treasurer) and was informed that the County would see a drop in revenue this year due to the impact that the virus has had on sales. She wanted to recognize the IT Department for putting together the necessary elements for the County meetings to be held via conference calls and recognition given to ROE and the teachers for stepping up and quickly transitioning from a classroom setting to eLearning. She also recognized the Election Department for the great job they did during the March Primaries.

Judy also reported that there was a subcommittee that was supposed to meet with Sikich (Human Resources) but that meeting had been postponed. She also reported that the IT Department was extremely busy setting up the remote connections for those employees working from home and that the Assessor's Office had started on the next tax cycle.

### **Review of Claims and Reports:**

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

**Second by Jim Horstman:** Motion carried unanimously by voice vote.

### **Department Head Reports**

Bob Sondgeroth reported that he was thrilled with his Professional Development Department and the teachers for their quick response to eLearning and remote learning when schools were closed on St. Patrick's Day. They continue to hold Zoom sessions with administrators and teachers every day of the week. The full report from ROE will be included in the April County Board agenda packet.

There was a brief discussion in regards to replacing the existing telephone system with Voice Over IP. Mike McBride explained that a great deal of work needed to be done with the infrastructure before the system could be replaced and that the change would be very costly.

There was a brief discussion in regards to a request made by Greg Saunders (Maintenance Supervisor) to consider changing the County's no smoking policy to a completely smoke free environment policy that would include all Lee County properties. No recommendation came out of this committee.

Cathy Meyers reported that her office had bought two new software programs. One program would be used in the Recording Department to convert microfilm into a format that could be use with their current program and the other would be used to make the County Board meeting minutes posted to the new website ADA compliant.

**Old Business**

Judy Truckenbrod will continue to reach out to Board Members in regards to board rules.

No new information to report in regards to mandatory training.

**New Business**

No new business

**Motion to Adjourn by Jim Wentling:**

**Second by Bill Palen:**

With no further business, meeting was adjourned at 10:00 a.m.

Respectfully submitted by:

Becky Brenner, County Board Secretary

*The next scheduled meeting for Administrative Service Committee will be Monday, May 11, 2020, at 9:00 a.m.*