



ADMINISTRATIVE SERVICES COMMITTEE – May 10, 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 Vice Chair Danielle Allen

Members present: Vice Chair Danielle Allen and Jack Skrogstad were present in person, Bob Gibler, Bill Palen and Jim Horstman attended via Zoom video conferencing. County Board Vice Chairman John Nicholson attended in person to assist with claims.

Members absent: Chair Chris Norberg

Board Members, Department Heads, or Employees present: Will Fawkes (Assistant State's Attorney), Wendy Ryerson (Assessor)(9:00-9:26), Nancy Petersen (County Clerk), Paula Meyer (Treasurer)(9:00-9:40), Bob Sondgeroth (ROE), Paul Gorski (9:10-10:25)(IT Administrator), Jonathan Henrikson (IT Intern) and Becky Brenner (Board Secretary) were all present in person, Amy Johnson (Circuit Clerk) attended via Zoom video conferencing.

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

Review of Claims and Reports:

Motion by Jack Skrogstad: To approve claims, from Clerk and Recorder, Treasurer, ROE, County Board, Supervisor of Assessments/GIS, IT, and Veterans.

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

Department Head Reports

Wendy Ryerson reported that the larger claims paid this month within the Assessment office were for field work being done by independent contractors. These independent contractors take measurements and pictures of County parcels and buildings and feed the information back to the office. The office is currently taking the field information and finalizing the values for 2021. She also reported that 2021 is the quadrennial reassessment year for Dixon and Palmyra Townships. Wendy explained that the GIS Office is now capable of running a nightly automatic backup for the GIS, DevNet, Zoning and PAMS systems. The GIS office has also purchased a \$3,800 plotter that is capable of scanning and printing large projects. This plotter will be valuable to other County offices as well as GIS.

Nancy Petersen thanked the IT Department for the work they have been doing in the County Clerk's Office. IT has been installing new computers and software in the Vital Records Department.

Paula Meyer reported that her new employee, Debbie Robertson, would be starting on Monday, May 17th and she would be very welcomed coming into tax season. She also reported that tax bills would be sent out in the next couple of weeks and that she had started to prepare for the budget process which will start in June.

Bob Sondgeroth walked the committee through the ROE report. Highlights included information on student vaccinations, Esser III Funding, and Professional Development. Bob also reported that this would be his last meeting. He will be retiring on June 30, 2021. The Republican Committee Chairs have recommended Chris Tennyson to be his replacement. The full report will be included in the May 2021 County Board agenda packet.

Paul Gorski reported that he has inherited the CenturyLink phone bills from Greg Saunders in the Maintenance Department for the settling of the old bills. Going forward bills for phone service will be coming

from Syndeo on a consolidated bill. He also thanked the Board for allowing the purchase of some computers to be paid for out of a contingency fund that was set aside in the 2021 budget. The IT Office is currently working in the County Clerk's Office to get a couple more computers up and running in advance of a major software update and platform change to a system hosted in the cloud. Paul thanked Jonathan Henrikson and Zack Owen for all the help they have provided with this project. A summary of other projects completed in the IT Office include the deployment of over 20 existing computers that needed to be deployed and new computers that have been installed in the County Clerk, Circuit Clerk, Treasurer, and States Attorney's Offices and one in the LEC. Paul was presented with some information last week regarding the opportunity to receive funds from a grant for elections security. He was also notified that the County insurance company is looking for a certification of certain security measures regarding cyber security and ransomware that is due on June 7th. Paul thanked Wendy Ryerson, Dee Duffy, and Paula Meyer for all their help and advice during his training period and John Nicholson for stopping by frequently and keeping tabs on him. Paul was asked by Jim Horstman if he saw any big-ticket items coming down the pike for the County and Paul replied that the cyber security and ransomware would be included on that list along with his support of a key card door entry system for the Old Courthouse and a generator back up system. Paul reported that he may be coming to the County Board with a request for additional funds for the cyber security project.

There was no report from Veterans Assistance.

Old Business

Danielle Allen reported that the Employee Covid numbers for March included a total of 20 employees that were required to quarantine for a total of 169 days.

New Business

Wendy Ryerson reported to the committee that there were 2 (*two*) key changes in the Assessment Office following the submission and approval of the 2021 budget. The *first* change was the restructuring of the IT/GIS Department with the GIS Department placed under the supervision of the Assessor. GIS has an employee from the former IT/GIS Department (Senior GIS Analyst) and an employee working in the Assessment Office (GIS Specialist). The *second* change is the addition of several township jurisdictions that will be contracting with the Assessment Office to perform township assessment work. Wendy's recommended proposals to the committee, considering the changes, were **1)** to amend the FY 2021 budget to accurately reflect the GIS revenue/expenses in the GIS Fund. This would mean reallocating the salary and related expenses to the GIS Fund (including hardware/software expenses) from County General for the Assessment Office employee (GIS Specialist). **2)** Hire an additional employee in the Assessment Office to respond to the additional township workload. **3)** Review the GIS Fund Balance and Recording Fees (not reviewed or increased since 2007). Wendy prepared and distributed to the committee a Cost Analysis (required by State Statute) and walked them through her recommended fee changes. She also explained what the financial impact to the County General fund would look like with the proposed recommendations. **1)** In the Assessment Office **a)** in (FY 2022) there would be an additional revenue of \$16,000 from the additional township jurisdictions. **b)** \$58,000 would be reallocated from the County General Fund to the GIS Fund. **c)** the estimated salary with related costs for the new employee in the Assessment Office would be roughly \$33,000 (FY 2021) **d)** Net impact to the County General Fund would be a positive \$41,000. **2)** The financial impact on the GIS Fund is spelled out in detail in the GIS Fund Cost Study that will be included in the May County Board agenda packet. Wendy asked the committee to consider *3 Board policy decisions* **a)** Reallocate all or part of GIS expenses to the GIS Fund **b)** Increase GIS Recording Fee per GIS Cost Study **c)** Approve Assessment Office new hire.

Motion by Bob Gibler: To accept the GIS proposals and recommendations and pass them to the Finance and Executive Committees.

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

Paul Gorski reported that Jonathan Henrikson is currently employed through an agreement with BEST, Inc. He works 29 hours a week and BEST, Inc. pays his entire salary. Paul is suggesting we take the next step and hire Jonathan on full-time as a County employee. Under the current agreement with Best, Inc., they would pay 75% of his salary for the next 6 (six) months. Proof that his wages were paid in full by the County would need to be submitted to BEST, Inc., and then they would reimburse the County for 75% of his wages. After six (6) months Jonathan would no longer be affiliated with BEST, Inc., and would be a full-time employee of the County with benefits. The funds to employee Jonathan full-time were included in the 2021 budget.

Danielle Allen reminded everyone that there will be a Department Head meeting on May 25, 2021, at 9:00 a.m., in the third floor Courtroom.

Nancy Petersen reported that the Lee County Official Yearbook is typically updated every two years. The cost per year for 200 yearbooks is \$1,300. She explained that the state is very behind which is holding up the census and redistricting information so she may wait to have the yearbooks printed until later in the year. One option being considered is having the yearbook only available on line so changes could be made on an as needed basis.

Motion to adjourn by Jack Skrogstad:

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

With no further business the meeting was adjourned at 10:25 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary

The next scheduled meeting for Administrative Services Committee will be Monday, June 7, 2021, at 9:00 a.m.