



ADMINISTRATIVE SERVICES COMMITTEE – June 7, 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, Jack Skrogstad and Jim Horstman were present in person, Bob Gibler and Bill Palen attended via Zoom video conferencing.

Members absent: None

Board Members, Department Heads, or Employees present: Charley Boonstra (State's Attorney), Wendy Ryerson (Assessor), Nancy Petersen (County Clerk), Paula Meyer (Treasurer), Bob Sondgeroth (ROE), Dee Duffy (Zoning Administrator), Paul Gorski (IT Administrator), Jonathan Henrikson (IT), and Becky Brenner (Board Secretary) were all present in person, Greg Gates initially attended via Zoom video conferencing, but later attended in person. Bob Olson (County Board Chairman), John Nicholson (County Board Vice Chairman), Jim Wentling (Finance Chair) attended in person during the Board Rules and Procedures discussion.

Minutes of the May 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 Jack Skrogstad: Motion carried unanimously by voice vote.

Department Head Reports

Nancy Petersen reported that she had attended a Zone 4 meeting in Belvidere. Much of the discussion at the meeting revolved around House Bill SB0825. If the Governor approves this bill, the 2022 Primary Election would shift from March 15th to June 28th. This bill would also require voting booths to be placed in jails. On Friday, June 4th, the Governor signed the redistricting map bill. Since redistricting has been affected by the census, which was affected by Covid, drawing the redistricting maps will be pushed back to December.

Paula Meyer reported that her office was busy collecting for tax bills that had been mailed out. The office is redirecting citizens to the Assessor's Office for the purpose of waivers, freezes and assessment figures. She also reported that she had hired a new employee three weeks ago. Her name is Debbie Robertson, and she is working out well.

Bob Sondgeroth walked the committee through the ROE report. Highlights included the return to in-person learning, the first ever Student of the Year at the Regional Center for Change, and the McKinney-Vento Homeless Education Program. He also reminded the committee that this would be his last meeting because he would be retiring on June 30, 2021. The full ROE report will be included in the June 2021 County Board agenda packet.

Wendy Ryerson reported that she participated in the AAIM onboarding process. One of the membership benefits was the hiring and tracking system which allows Department Heads to post their positions on the AAIM website. Then AAIM disseminates the postings to 22 different hiring platforms, including Indeed Organic. She did explain that she took advantage of the AAIM platform to post the new hire position in her office and was at this point very pleased with the result. Wendy provided the committee with a full report on the Assessment and GIS activities that will be included in the June 2021 County Board agenda packet.

Paul Gorski reported that phone and internet services were being placed under the supervision of the IT Department. He is in the process of consolidating the bills for both these services. Paul also reported that Jonathan Henrikson was hired on full time and has been deploying computers in the County Clerk, Public Defender, Circuit Clerk and Treasurer's Offices. The Sheriff's Office, Maintenance and the Assessor's Offices are next in line for new computers. Paul is currently in the process of reviewing the IT and Security policies along with prioritizing tickets being submitted through Spiceworks.

There was no report from Veterans Assistance.

Old Business

Chris Norberg reported that the Covid numbers for April 2021 included a total of seven (7) employees that were required to quarantine for a total of forty (40) days, which was a dramatic decrease from the numbers reported in March 2021. The committee agreed that a change in the County's Covid Policy was not necessary at this time. The policy will be reevaluated in three (3) months.

New Business

The committee had a lengthy discussion regarding the County's claim processing procedures. The claim procedure recommendation coming from the committee, as a work in process, was to openly review only claims that exceeded \$2,500.00 and were not a budgeted item. All claims would be reviewed by members of the committee prior to the meeting, but only those that were over \$2,500 and not originally budgeted would be openly reviewed during the meeting.

During the Board Rules and Procedures Discussion topic on the agenda, the committee discussed potentially combining committees, especially considering the County Board reduction from 24 to 20 Board Members that will take place in December of 2022.

Holiday calendars for the Judicial and Non-Judicial Employees were presented to the committee. There were no objections to the dates and no action was required from the committee.

Motion by Danielle Allen: To send the Resolution Appointment of Chris Tennyson as the Regional Superintendent of Schools to the Executive Committee.

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

Motion to adjourn by Jack Skrogstad:

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

With no further business the meeting was adjourned at 10:38 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary

The next scheduled meeting for Administrative Services Committee will be Tuesday, July 6, 2021, at 9:00 a.m.