



ADMINISTRATIVE SERVICES COMMITTEE – August 9, 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, Bill Palen, Jim Horstman, and Jack Skrogstad were present in person.

Members absent: Vice Chair Danielle Allen and Bob Gibler.

Board Members, Department Heads, or Employees present: Bob Olson County Board Chairman (9:21-9:51), John Nicholson (County Board Vice Chairman), Charley Boonstra (State's Attorney)(9:21-9:59), Wendy Ryerson (Administrator), Jennifer Boyd (Assessor), Paul Gorski (IT Administrator)(9:02-9:42), Chris Tennyson (Regional Superintendent of Schools), Nancy Petersen (County Clerk), Jonathan Henrikson (IT), and Becky Brenner (Board Secretary) were all present in person.

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

The committee continued testing the new claims procedure. All the claims were presented to the members for review during the meeting, but only claims over \$2,500 were read aloud. The claims were also reviewed by the Administrator on Friday, August 6, 2021, prior to the meeting for additional examination. During the claims review the levy amounts for Social Services were also read aloud (\$101,400) along with the levy amount for Illinois CO-OP Extension (\$100,000).

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 her office had to return quite a bit of mail because not all checks being received reflected the recent fee increase. She also explained that a request for bid on new election equipment had been posted in the local newspaper and on the Lee County website.

Chris Tennyson walked the committee through the ROE report. Highlights included IDPH and CDC Guidance on Returning to School, Teacher Shortage Study, Professional Development, and the Nexus Program. The complete report will be included in the August County Board agenda packet.

Wendy Ryerson reported that every Monday morning she sends an update to the Executive Committee on the projects and activities that she is working on. One of the projects she is currently working on is the annual request from the County's insurance company for a comprehensive report detailing all the County properties, vehicles, equipment, and possible liabilities within certain departments. Wendy went on to explain that she has met with many Department Heads, County Board Members, and organizations to get a sense of what their expectations are from the County Board. In the future she would like to set up a strategic planning session with the Executive Committee to identify what they feel should be the Administrator's priorities and projects, so she is meeting the expectations of the County Board. Wendy also expressed her desire to have a new Board Member orientation meeting.

Wendy Ryerson brought before the committee an example of how DeKalb County processes their claims. The County Clerk's Office enters claims into the accounts payable/receivable system and from that system prints out a report that is presented to the appropriate committee for review. The invoices are available for the committee for review as well. These reports are then combined for the County Board meeting and approved

as a whole. Wendy talked to the County auditors, and they were in favor of the process because of the paper trail and full transparency it provided. Wendy also reported that she had contacted Whiteside County and their system is similar to how Administrative Services is currently working through claims. In Whiteside any claim \$1,000 and budgeted is approved by the Department Head through the County Clerk's Office, \$1,000 to \$10,000 requires approval by the County Administrator, \$10,000 to \$30,000 requires approval by the committee and anything greater than \$30,000 requires a decision by the County Board for approval. She will continue to research the topic and consult with the Treasurer's Office and the County Clerk's Office for input and software compatibility before bringing a recommendation to the committee. The system was discussed in length by the committee.

Jennifer Boyd provided the committee with reports from the Assessor's Office and GIS. Highlights from the report; the ETSB-Flex project with large collaboration between ETSB, GIS, and Motorola; the Assessment Office work to complete the annual township work in preparation for finalizing the 2021 assessments; and the Statewide Supervisor of Assessments Exam that was held at the Old Courthouse on July 21, 2021, where Jennifer took and passed the exam. Congratulations Jennifer!! The full reports for both departments will be included in the August 2021 County Board Agenda Packet.

Paul Gorski walked the committee through his report. He thanked the County Board, IT Team, Department Heads, and Elected Officials for their support during his six (6) month initiation to Lee County Government. Highlights from his report included an update on the IT support ticket system, Cybersecurity update, and projects that the department is working on. The full report will be included in the August 2021 County Board Agenda Packet.

There was no report from Veterans Assistance.

Old Business

Chris Norberg reported that the Covid numbers for July 2021 were (2) employees for a total of four (8) days.

The committee agreed that the new claims procedure worked well, and they will continue to use the new procedure to process claims.

The committee continued their discussion regarding changes to the Board Rules and Procedures. This month the committee discussed the option of combining committees, especially considering the reduction in Board Member from 24 to 20 starting in December of 2022. For consideration was dissolving the Properties Committee to be absorbed by Administrative Services and Public Safety.

New Business

Motion by Jack Skrogstad: To approve Resolution: Appointment of Supervisor of Assessments and move to the Executive Committee.

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

The committee discussed the UTV ordinance that is being presented to all committees. Chris Norberg suggested a \$100 permit fee for the first year and \$50 a year there after. One request for addition to the ordinance would be to revise the ordinance to include language that allows vehicles to pass a UTV on double striped roads, similar to the exception made for bicycles.

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 9:59 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary

The next scheduled meeting for Administrative Services Committee will be Tuesday, September 7, 2021, at 8:00 a.m.