



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 February 4, 2021, via the Lee County website to email public requests to: [countyboardrequests@countyoflee.org](mailto:countyboardrequests@countyoflee.org) and the meeting was live streamed on February 8, 2021, at <http://www.youtube.com/channel/UCO3ZPalJgtBWmfph0rstLXA>

## **ADMINISTRATIVE SERVICES COMMITTEE – Monday, February 8, 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:** Paula Meyer (Treasurer), Nancy Petersen (County Clerk), Wendy Ryerson (Assessor), Charley Boonstra (State's Attorney), Paul Gorski (IT Administrator), Jonathan Henrickson (IT Intern), and Becky Brenner (Board Secretary) were all present in person, Bob Sondgeroth (ROE), Amy Johnson (Circuit Clerk) and Dave Bally (9:23-10:45) attended via Zoom video conferencing.

Minutes of the January 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**

Nancy Petersen reported that claims for the County Clerk's Office would be a little higher this month because she ordered all new birth, death, and vital record forms. She also reported that she had received applications for her replacement employee and would be conducting interviews later in the week.

Paula Meyer reported that her office is still working through a few bugs in the new accounting/payroll software program. The auditors have been working in the office the last couple of weeks. They are working on grant information and getting everything wrapped up. Paula also explained that she would be working through BEST, Inc. to hire an intern for additional help to get through the summer.

Bob Sondgeroth reported that Illinois has listed educators in group 1B to be vaccinated. Whiteside, Ogle and Lee Counties have started to vaccinate teachers and have made it a voluntary option. He also reported that Chris Tennyson had recently been appointed to the Illinois Terrorism Task Force to represent the Illinois Association of Regional Superintendents of Schools. The entire report will be included in the February 2021 agenda packet.

Wendy Ryerson reported that the office wrapped up the Board of Review season in the last week of January. The final data entry for 2020 is being done which includes Board of Review changes and all the December transactions that took place with property sales. In the next week to ten days the office will be closing out the 2020 assessment year and rolling it out to the County Clerk and Recorder's Office for preparation of the extension. Then the office will kick off the 2021 assessment year.

Paul Gorski introduced himself to the committee as the newly hired IT Administrator. He thanked the Ad Hoc IT Hiring Committee and the Administrative Services Committee for the opportunity to serve Lee County. Paul's first day was February 3<sup>rd</sup>. He explained that he will be sending out brief surveys to Elected Officials, Department Heads,

and all employees for input on their IT needs. Paul will be using the survey responses to determine what tasks need immediate attention and then prioritize jobs and staffing needs accordingly. Paul will also be introducing a job/ticket tracking system.

There was no report from Veterans Assistance.

### **Old Business**

Chris Norberg reported that the Ordinance: Policy Prohibiting Sexual Harassment for Lee County was held over in January and will be on the County Board agenda for February.

Chris Norberg opened the discussion regarding Board Member participation in the sexual harassment training. The two training options that were being considered by the committee, for Board Members and employees, were an interactive privately designed course from an outside source or training made available by the state. The privately designed course would cost the County \$30 per person and would be tracked by the company. The training made available by the state was no cost to the County and would be tracked by individual Department Heads.

**Motion by Bob Gibler:** To send a recommendation to the Executive Committee that the County use the free online sexual harassment training provided by the state, with signed certificates filed in the County Clerk and Recorder's Office, and no per diem paid to County Board Members.

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

Committee members brought to light changes and revision that needed to be made to the handbook. The recommended changes will be made to the document, tracked, and emailed to Department Heads.

**Motion by Danielle Allen:** To table the Employee Handbook – updates and revisions by Sikich item on the agenda.

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

The committee continued their discussion on the hiring of a County Administrator. Some of the concerns that were voiced included the cost associated with having an Administrator verses an administrative position with a more researched and specific job description; the level of authority that the position held in the past; and conflicting authority between the Department Heads and the County Board. Paul Gorski offered to provide the committee with information that he gleaned through his survey project.

**Motion by Chris Norberg:** To table the County Administrator discussion until March's meeting so the committee would have information available from the survey.

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

### **New Business**

**Motion by Danielle Allen:** To move Resolution: Weed Control Superintendent to the Executive Committee.

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

Chris Norberg explained that the potential for an increase or reduction in the number of County Board Members topic is addressed every ten years and that any changes to the number of Board Members would need to be approved by the County Board before June of 2021. Bob Gibler reported that he had researched the topic and wanted the committee to keep in mind that since 2003, before the introduction of Zoom attendance, the average number of County Board members absent at the monthly meeting was 3.4. There was a lengthy discussion and arguments were made for and against reducing the size of the board. Chris Norberg encouraged the committee to table the topic this month and reach out to Department Heads and other County Board Members for their opinions.

**Motion by Danielle Allen:** To table the Membership size of County Board topic on the agenda.

**Second by Jack Skrogstad.** 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 10:45 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary

*The next scheduled meeting for Administrative Services Committee will be Monday, March 8, 2021, at 9:00 a.m.*