



ADMINISTRATIVE SERVICES COMMITTEE – July 6, 2021

Third Floor Boardroom, Old Lee County Courthouse – 8:00 a.m.
112 E Second St, Dixon, Illinois 61021

Meeting called to order at 8:00 a.m., by Chair Chris Norberg

Members present: Chair Chris Norberg, Vice Chair Danielle Allen, Bill Palen, Jim Horstman, and Jack Skrogstad were present in person, Bob Gibler attended via Zoom video conferencing.

Members absent: None

Board Members, Department Heads, or Employees present: John Nicholson (County Board Vice Chairman), Charley Boonstra (State's Attorney)(8:05-9:02), Wendy Ryerson (Administrator), Jennifer Boyd (Acting Assessor), Paul Gorski (IT Administrator)(8:03-8:46), Chris Tennyson (Regional Superintendent of Schools), Josh Knuth (Assistant Regional Superintendent of Schools), Anji Garza (Director of Professional Development and Educational Services), Nancy Petersen (County Clerk)(8:05-8:46), Paula Meyer (Treasurer)(8:20-8:46), Jonathan Henrikson (IT), and Becky Brenner (Board Secretary) were all present in person.

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

Chris Norberg reminded the committee that the claims process had been streamlined. 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 Administration on Friday, July 2, 2021, prior to the meeting for additional examination.

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 Danielle Allen: Motion carried unanimously by voice vote.

Department Head Reports

Wendy Ryerson, Lee County Administrator, former Assessor, introduced Jennifer Boyd. Jennifer was appointed to be the Acting Assessor by the Executive Committee starting on July 12th. When Jennifer passes the CCAO exam she will be appointed as the Lee County Assessor. Wendy walked the committee through her report covering the GIS Department. Highlights included the purchase of a new plotter and the work that is being done in collaboration with other County offices. The full report will be included in the July County Board agenda packet.

Jennifer Boyd reported that the first installment of the property tax bills were due on July 2nd and the leasehold exemption deadline was July 1st. She also reported that the new hire in the Assessment Office, Suzanne Hook, would be starting on Monday, July 19th. The full report (with graphs) will be included in the July County Board agenda packet.

Nancy Petersen reported that her office is waiting for the APEX software upgrades and reminded the committee that starting August 1, 2021, the fee for a standard document in the recording office will be increased to \$79.00.

Chris Tennyson introduced Josh Knuth, Assistant Regional Superintendent of Schools and Anji Garza, Director of Professional Development and Educational Services. He walked the committee through the ROE report. Highlights included bios from the new administrative team and an update on Professional Development. The complete report will be included in the July County Board agenda packet.

Paula Meyer reported that Friday, July 2nd was the first deadline for real estate tax payments. She also reminded Department Heads that budget requests were due back to the Treasurer's Office by Friday, July 9th. Projections will be compiled from these requests and the information will be forwarded to the Finance Committee.

Paul Gorski walked the committee through the change orders and reconciliation that he had done with the Ficek bills as they applied to the Avaya phone upgrades. He also explained that the insurance company encouraged the County to take steps to minimize claims due to electrical power outages, shortages, sags, and spikes. Because the building does not have a generator, he felt it was prudent to invest in battery backup surge protection for the Old Courthouse. Paul reported that he continues to reconcile phone bills from Syndeo and CenturyLink,

There was no report from Veterans Assistance.

Old Business

Chris Norberg reported that the Covid numbers for May 2021 were (2) employees for a total of four (4) days.

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

The committee continued their discussion regarding changes to the Board Rules and Procedures. Included in the discussion was the reappointment of duties pertaining to policy making and the review of Executive Session minutes that were listed under the Executive Committee that were being carried out by the Administrative Services Committee.

John Nicholson explained that Ogle County used the State Prompt Payment Act to reduce their paid in vacation claims. After the information was presented to the State's Attorney, it appeared that the act was something that could only be used by the state. John will reach out to Ogle County for further clarification.

New Business

There were no items under new business.

Executive Session

Motion from Jack Skrogstad: To enter into Executive Session at 8:46 a.m. for the purpose of examining past executive session minutes 5 ILCS 120/2.06.

Second by Jim Horstman.

Roll call vote: Chair Chris Norberg, Vice Chair Danielle Allen, Bob Gibler, Bill Palen, Jim Horstman and Jack Skrogstad.

Also present: John Nicholson, Charley Boonstra and Becky Brenner

Meeting started at 8:47 a.m.

Motion by Bill Palen: To come out of Executive Session.

Second by Danielle Allen.

Roll call vote back in open session: Chair Chris Norberg, Vice Chair Danielle Allen, Bob Gibler, Bill Palen, Jim Horstman and Jack Skrogstad.

Also present: John Nicholson, Charley Boonstra and Becky Brenner.

Back in open session at 8:59 a.m.

The recommendation coming out of executive session was to partially release minutes from the May 13, 2021, executive session meeting and the full release of the minutes from the June 10, 2021, executive session meeting.

Motion to adjourn by Danielle Allen:

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

With no further business the meeting was adjourned at 9:02 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary

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