



ADMINISTRATIVE SERVICES COMMITTEE – September 7, 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.

Members absent: Bob Gibler

Board Members, Department Heads, or Employees present: John Nicholson County Board Vice Chair (8:30-8:35), Charley Boonstra (State's Attorney)(8:20-8:36, 8:50-9:01), Nancy Petersen (County Clerk), Chris Tennyson (Regional Superintendent of Schools)(8:00-8:52), Paula Meyer (Treasurer)(8:04-8:45), Jennifer Boyd (Assessor), Thom O'Malley (Senior GIS Analyst), Jonathan Henrikson (IT), and Becky Brenner (Board Secretary) were all present in person.

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

The committee continued testing the new claims procedure. However, not all the claims were available to be review by the Administrator on Wednesday, September 1, 2021, prior to the meeting. These claims were all read aloud during the meeting.

Review of Claims and Reports:

Motion by Danielle Allen: 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

Chris Tennyson walked the committee through the ROE report. Highlights included Health Life Safety/Building Inspections and Occupancy Permits, Professional Development, and the challenges of Vaccinations and Testing of School Personnel. The complete report will be included in the September County Board agenda packet.

Paula Meyer reported that Friday, September 3, 2021, was the second real estate tax installment deadline, but explained that the week following the deadline was typically busy with taxpayers that missed the deadline. She also reported that they are helping the Finance Committee wrap up the FY 2022 budget and that the Treasurer and County Clerk offices will soon be starting negotiations with the Teamsters to finalize a new contract.

Jennifer Boyd provided the committee with a report from the Assessor's Office and explained that the office was hoping to wrap up the 2021 assessment changes and the review of the quadrennial townships by the end of October. The full report will be included in the September County Board agenda packet.

Thom O'Malley walked the committee through the GIS Report. Highlights included the work being done in the Election Department to match addresses in the voter database with addresses in the tax database along with GIS collaboration with ETSB regarding their Flex software. The full report will be included in the September 2021 County Board agenda packet.

Paul Gorski was not present at the committee but provided a report that will be included in the September 2021 County Board agenda packet.

There was no report from Veterans Assistance.

Old Business

Chris Norberg reported that there were no reported County employee Covid cases for the month of August.

The committee agreed that the new claims procedure worked well, and they will continue to use the new procedure to process claims. Paula Meyer reported that she is working with Wendy Ryerson, Administrator, on a potential software purchase and policy changes to work in conjunction with the new process, but more time is needed to research the information and get everyone on board and in agreement.

The committee continued their discussion regarding changes to the Board Rules and Procedures. One major change included the reassignment of committees.

Motion by Jack Skrogstad: To move the changes and recommendations to the Board Rules and Procedures to the Executive Committee.

Second by Danielle Allen: Roll call vote: Chris Norberg – Yes, Danielle Allen – Yes, Bill Palen – No, Jim Horstman – Yes, Jack Skrogstad – Yes. Motion passes 5-1.

New Business

Nancy Petersen reported that the bid opening for new election equipment was held on August 20, 2021, at noon. The bid from the County's current provider, Governmental Business Systems came in at \$217,095 and the company did not offer a discount for payment outright. Liberty Systems' bid was \$202,900 and offered a 3% discount for payment outright, making the balance \$197,750. Nancy also explained that the cost for the election equipment was submitted for consideration under the American Rescue Plan Act Grant and was approved.

The resolution to adopt the new Board Rules and Procedures will be presented at the Executive Committee 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 10:01 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary

The next scheduled meeting for Administrative Services Committee will be Tuesday, October 12, 2021, at 8:00 a.m.