



ADMINISTRATIVE SERVICES COMMITTEE – October 12, 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:

Board Members, Department Heads, or Employees present: John Nicholson County Board Vice Chair (8:04-8:37), Dave Bally (Board Member)(8:30-8:37), Wendy Ryerson (Administrator), Charley Boonstra (State's Attorney), Nancy Petersen (County Clerk), Chris Tennyson (Regional Superintendent of Schools), Jennifer Boyd (Assessor), Paul Gorski (IT Administrator)(8:04-8:37), Paula Meyer (Treasurer)(8:14-8:37), Jonathan Henrikson (IT), and Becky Brenner (Board Secretary) were all present in person.

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

The committee continued testing the new claims procedure.

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 Bill Palen: Motion carried unanimously by voice vote.

Department Head Reports

Jennifer Boyd reported that the office was on track for publication on November 10th for a December 10th deadline. She also reported that the new hire in her office had given her notice because she got a better paying job. This will leave the office two (2) employees short on the Assessment side and they were already one (1) employee short on the GIS side. Jennifer went on to explain that they will try to restructure the workload in the office until after Board of Review had concluded to starting the rehire process.

Nancy Petersen reported that the Fiddler claim submitted to the committee was for the APEX upgrade software that went live on September 23rd. She expressed her concern regarding the staffing shortage in GIS because the Election Office was currently in the process of mapping. Nancy also reported that November 23rd would be the final date to submit claims for FY2021.

Wendy Ryerson reported that she had reached out to a GIS consulting service to help during the shortage and will be presenting her findings to the Finance Committee later in the week.

Paul Gorski reported that his office worked with the County Clerk's Office to get the cloud-based software rolled out. The office continues to upgrade computers and security software. He continues to work on protecting electronic equipment and the network from electrical issues and sags. Paul recommended looking for a County wide candidate to run the numerous Zoom meeting that were taking place days and evenings.

Chris Tennyson walked the committee through the ROE report. Highlights included Elevating Special Educators Grant, Nexus and Professional Development updates. The complete report will be included in the September County Board agenda packet.

Wendy Ryerson reported that the FY2022 Budget, the FY2022 Levy request, and the PACE Program ordinances will be coming to County Board on the 21st to lay over until the November 2022 County Board

meeting. She also reported that she was working with Jack Skrogstad and Marilyn Shippert to research board organizational software. Wendy will be presenting a proposal to the Finance Committee for this software later in the week. The new system would be completely digital, Zoom integrated, and all the necessary documents for meetings would be accessible through a table or laptop.

There was no report from Veterans Assistance.

Old Business

Chris Norberg reported that there were two (2) employees quarantined for COVID during September for 10 plus days.

Chris Norberg explained that the Board Rules and Procedures had been passed to the Executive Committee for additional discussion.

Nancy Petersen reported that the new election equipment was being ordered and would be delivered in January 2022. The company did bring the Election Department two (2) machines so they could get acclimated with the new system. Training on the new machines for the Election Judges would start after the equipment was setup.

New Business

The Sheriff had requested that the termination checklist item be added to the agenda. Chris Norberg reported that he had talked with the Sheriff and the Administrator, and it seemed that this topic would be better suited for discussion in a Department Head meeting. Once a procedure was established, the topic would be brought back to the committee.

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 8:37 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary

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