



Lee County Administrative Services Committee

Meeting Minutes

Lee County, Illinois

Jan 10, 2022, at 9:00 AM CST

Old Lee County Courthouse, Third Floor Boardroom, 112 E 2nd Street, Dixon, IL 61021

I. Call to Order

Meeting was called to order at 9:00 a.m., by Chair Chris Norberg

II. Committee Member Roll Call: **Present:** Chair Chris Norberg, Vice Chair Danielle Allen, Bill Palen (**Zoom**), Jack Skrogstad, and Nancy Naylor.

III. Meeting Attendees and Visitors

Board Members, Department Heads, Employees, and Visitors present in person: Bob Olson (County Board Chairperson), John Nicholson (County Board Vice Chairperson), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Paula Meyer (Treasurer), Paul Gorski (IT Administrator), Chris Tennyson (ROE), Nancy Petersen (County Clerk), Jonathan Henrikson and Zack Owen (IT Representatives) and Becky Brenner Board Secretary. Tom Wilson and Marilyn Shippert (Board Members) attended via Zoom video conferencing.

IV. Approval of the Minutes from the Previous Meeting(s)

The December 13, 2021, Administrative Services Committee Meeting were approved without modification.

V. Review of Claims Report Provided by the Claims Committee

The claims report was available to the committee. There were no questions or concerns regarding the individual claims, however, Jack Skrogstad noticed that there were substantially less claims this month than in the months prior. Wendy Ryerson explained that this was due to the roll out of the new claim's software. February's report would be back to normal.

VI. Administrator and Department Head Reports

ROE, IT, the Assessment Office, and GIS, submitted the attached report.

Nancy Petersen reported that filing nominating petitions for the June 28, 2022, General Primary starts the January 13, 2022, and the forms are available in the election department or online. Filing Dates are March 7th-11th from 8:30 a.m. to 4:30 and until

5:00 p.m. on Monday, March 14, 2022. She noted that this would be for 2022 only and the signature requirements were being reduced by one-third, per Illinois State Statute 10 ILCS. Any questions should be directed to the Election Department. She also reported that the new claims process was running smoothly. Nancy asked for feedback on publishing the County yearbook. The committee consensus leaned toward publishing a digital yearbook on the County website.

Paula Meyer reported that the office was very busy wrapping up the end of the fiscal year, November 30th, and the calendar year, pushing out the digital claims process, and working on 1099's. She reported that W-2's had been created and were out on the payroll website. W-2's would be mailed to anyone not signed up with the payroll website. She also reported that the auditors would be coming the week of the 17th.

Paul Gorski reported that the office had been busy setting up iPads for the new OnBoard software and pushing out software upgrades for the Circuit Clerk Office and the Probation Office. He was working with the State's Attorney's Office, Judge Ackert, and the Circuit Clerk's Office to put together quotes for new technology that could be acquired by grant money.

No report submitted by Veteran's Assistance.

VII. Old Business

A. Covid Policy / Update for December 2021

Chris Norberg reported that seven (7) employees had been quarantined with Covid for a total of twenty-one (21) days during December.

B. County Board Compensation - Tabled in December 2021

Chris Norberg requested that the County Board Compensation item remain tabled until union negotiations had been settled.

VIII. New Business

A. OSHA - Vaccine Mandate

Wendy Ryerson wanted to put the OSHA Vaccine Mandate on the member's radar. More information would be forthcoming pending the Supreme Court appeal decision.

B. Quarterly Employee Spotlight

The committee discussed the nominations submitted for the employee spotlight program. Lori Miller's contribution to the County Wellness Program sparked the creation of an employee recognition program.

Motion: To approve the nominations of Lori Miller, Ryan Kreps and Lisa Wiggins for the employee spotlight program. **Moved** by Jack Skrogstad. **Second** by Nancy Naylor. Carried unanimously by voice vote.

C. IT Services - Bid Approval

Paul Gorski explained that the County went out to bid to contract for new servers, back-up systems with security, on-site and off-site backup, support and management of the hardware and software. Syndeo won the bid for \$99,900 and up-front cost of \$12,000.

Motion: To move the IT Services – Bid Approval for Syndeo Networks Inc to the Finance Committee. **Moved** by Jack Skrogstad. **Second** by Nancy Naylor. Motion carried unanimously by voice vote.

IX. Executive Session

A. Open Meetings Act: 5 ILCS 120/2.06 to Examine Past Executive Sessions Minutes

Motion: To enter into Executive Session at 9:38 am. **Moved** by Danielle Allen. **Second** by Nancy Naylor. **Roll call vote:** Chris Norberg Chair, Danielle Allen Vice Chair, Jack Skrogstad and Nancy Naylor in person. Bill Palen via Zoom video conferencing.

Also present: Charley Boonstra and Becky Brenner in person. Marilyn Shippert attending via Zoom video conferencing.

Roll call back in open session at 9:41 a.m.: Chris Norberg Chair, Danielle Allen Vice Chair, Jack Skrogstad and Nancy Naylor in person. Bill Palen via Zoom video conferencing.

Also present: Charley Boonstra and Becky Brenner in person. Marilyn Shippert via Zoom video conferencing.

Motion coming out of closed session: to release, with necessary redactions, the Executive Session Minutes recommended by the State's Attorney. **Moved** by Jack Skrogstad. **Second** by Danielle Allen. **Roll call vote:** Chris Norberg Chair, Danielle Allen Vice Chair, Jack Skrogstad and Nancy Naylor in person. Bill Palen via Zoom video conferencing.

The following minutes will be released with partial redactions: *August 14, 2014 Finance Committee, August 14, 2014 Executive Committee, July 16, 2015 Executive Committee, June 16, 2016 Executive Committee, December 13, 2016 Properties Committee, May 11, 2017 Finance Committee, June 13, 2017 Properties Committee, July 10, 2017 Administrative Committee, July 11, 2017 Properties Committee, August 29, 2017 Finance Committee, January 1, 2018 Finance Committee, December 13, 2018 Finance Committee, February 13, 2019 Properties Committee, March 11, 2019 Administrative Committee, March 14, 2019 Finance Committee, May 16, 2019 Finance Committee, September 12, 2019 Finance Committee, and January 13, 2020 Administrative Committee, August 31, 2020 Finance Committee.*

The following minutes will be released in full: *December 13 2018 Finance Committee, August 10, 2020 Administrative Committee, September 8, 2020 Administrative Committee, September 17, 2020 Administrative Committee, and January 11 2021 Administrative Committee.*

X. Adjournment

Motion to adjourn. **Moved** by Daninelle Allen. **Second** by Jack Skrogstd. Motion carried unanimously by voice vote.

Meeting adjourned at 9:44 a.m.

The next meeting of the Administrative Service Committee will be 9:00 a.m., Monday, February 14, 2022