



Lee County Administrative Services Committee

Meeting Minutes

Lee County, Illinois

Sep 12, 2022 at 9:00 AM CDT

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

I. Call to Order

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

II. Committee Member Roll Call: Chair Chris Norberg, Vice Chair Danielle Allen, Bill Palen, Nancy Naylor, and Katie White

Katie White was absent. Nancy Naylor and Danielle Allen (9:08-9:25) attended via Zoom video conferencing. Chris Norberg and Bill Palen attended in person. Tom Kitson was appointed by the Chair so the committee had a quorum of the whole present in person.

Also present: John Nicholson (County Board Vice Chair)(9:17-9:25), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Jennifer Boyd (Assessor), Nancy Petersen (County Clerk and Recorder), Chris Tennyson (Regional Superintendent of Schools), Stephanie Youngmark (ROE Truancy Director), and Becky Brenner (Board Secretary) all attended in person.

III. Public Attendees

There were no public visitors.

IV. Approval of the Minutes from the Previous Meeting - (August 15, 2022)

The minutes from the August 15, 2022, Lee County Administrative Services Committee Meeting were approved as presented without modification.

V. Assessor's Office - GIS Department

A. Assessor's Office

1. Report

Jennifer Boyd reported the following information from the Assessor's Office:

- Work continues to wrap up with the quadrennial township reassessment. Information should be published between the end of September and the middle of October.

- The office has received training on the new Change Finder Software
- 14 of 22 townships have sent in their resolutions for the multi-township redistricting. If the office has not received the remaining resolutions by September 15th, the Department of Revenue will accept the no response as an agreement to the changes.

B. GIS Department

1. Report

Jennifer Boyd reported the following information from the GIS Department:

- The office is wrapping up the land use changes associated with the quadrennial reassessment.
- Work continues on the City of Dixon sanitary layers.
- The office continues to work on the State NG911 project and have been asked to make some changes that the State requested.
- They are getting ready to roll out new farmland values for the Assessment Office.

VI. County Board

A. Report

Chris Norberg updated the committee in regards to the Broadband Grant information that was presented to the ARPA Committee Meeting on September 8th. Local areas including Grand Detour, Lost Nation, Ashton, Franklin Grove, Nachusa, Eldena, Harmon, Amboy, Lee Center, West Brooklyn, Compton, and Paw Paw would ultimately benefit from the grant with access to high speed internet

- The total cost of the project is roughly \$47 million. Syndeo's costs is roughly \$6.3 million. Lee County's costs, over five (5) years, is between \$1.6 and \$1.7 million.
- The Broadband grant currently available is not getting Broadband to homes, it is developing and securing the necessary "middle-mile" infrastructure that would eventually bring Broadband to communities. Future phases will bring Broadband into homes.

B. ACTION ITEMS

1. Board Rules and Procedures Updates

Chris Norberg reported that the major changes to the Board Rules and Procedures revolve around the County Board reduction from twenty-four (24) to twenty (20) members and the addition of electronic voting. The OnBoard software that the Board uses does have a voting module. Wendy Ryerson added that the section on quorum had also been modified. Zoom attendance without a quorum of the whole present in person would prohibit voting privileges and the member would not be paid per diem. She also reminded the committee that the new rules would not go into affect until after December 1, 2022.

Motion to move the Board Rules and Procedures updates to the Executive Committee for inclusion on the County Board agenda. **Moved** by Bill Palen. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

2. Committee Restructuring

Chris Norberg reiterated that the committee restructuring process was prompted by the shorter committee meeting times, once the Claims Committee was appointed.

VII. County Clerk's Office

A. Report

Nancy Petersen reported the following information from the Election Office:

- Vote by mail postcards had been mailed out.
- Out of 1024 responses, 850 individuals had already requested a vote by mail ballot.
- The Election Office had received the ballot proofs.
- The last day for write-ins was Thursday, September 8th.
- Early voting would be starting September 29th. Hours will be 8:15 a.m. to 4:15 p.m. Monday - Friday.

VIII. IT Department

A. Report

No representatives from the IT Department were present.

IX. Treasurer's Office

A. Report

No representatives from the Treasurer's Office were present

X. ROE

A. Report - September's Report

B. FY22 Office Report

Chris Tennyson walked the committee through the comprehensive reports that he submitted to the committee. The full reports will be included in the September County Board agenda. Highlights included Back to School Covid information, Professional Development and Nexus updates. Chris announced that the First Annual Special Education Summit would be held at Sauk Valley Community College on September 30th and the First Annual Pathway Playground for middle school students would be held on September 14th at Sauk Valley Community College.

As part of the employee spotlight program, Chris Tennyson introduced Stephanie Youngmark, (Truancy Director, At-Risk Team, ROE #47). Stephanie had been with the office for seventeen (17) years and her duties included, but are not limited to the following:

- Truancy Director for Whiteside, Ogle, and Lee Counties.
- Coordinating services through the officers for each County.
- Daily working through a caseload of her own.

Stephanie explained that after the pandemic the truancy cases increased significantly. Currently the number is roughly 700 students within the three Counties.

XI. Veterans Assistance

A. Report

No representatives were present from Veterans Assistance.

XII. Other Business

There were no items under other business.

XIII. New Business

There were no items under new business.

XIV. Executive Session

There was no request for an executive session.

XV. Adjournment

Motion to adjourn at 9:25 a.m. **Moved** by Bill Palen. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

The next Administrative Services Committee Meeting is scheduled for
9:00 a.m., Tuesday, October 11, 2022.