



Special Executive Committee Meeting Minutes

Lee County, Illinois

Jun 29, 2022 at 9:00 AM CDT

Sauk Valley Community College Riverview Conference Room

I. Call to Order

The meeting was called to order at 9:03 a.m., by Chair Bob Olson. He explained that the goal of the meeting would be to explore the draft concepts on the agenda, solicit discussion and feedback, and determine if there is a general consensus to move forward. If there is consensus, the draft concepts will be further developed and presented to the appropriate standing committees for further action.

II. Committee Member Roll Call: Chair Bob Olson, Vice Chair John Nicholson, Mike Koppien, Jim Schielein, Chris Norberg, Doug Farster, Marilyn Shippert, and Tom Wilson

All members were present in person.

Topics on the agenda were not addressed in order. A break was taken from 10:15-10:30 and lunch was taken from 11:40-11:55.

III. Meeting Attendees and Visitors

Jack Skrogstad (Board Member), Wendy Ryerson (Administrator), Brian Brim (First Assistant State's Attorney)(9:00-11:40), Paula Meyer (Treasurer), Paul Rudolphi (Chief Deputy Treasurer), and Becky Brenner (Board Secretary) were all present in person. Judge Ackert, Charley Boonstra (State's Attorney), Staci Stewart (Director of Probation and Court Services), Bob Thompson (Public Defender), Amy Johnson (Circuit Clerk), and Shannon Langloss (Chief Deputy in the Circuit Clerk's Office) attended the meeting to discuss the Pre-Trial Fairness Act (10:48-11:40).

IV. Old Business

No items under old business.

V. New Business

A. Update on County Financials

Paula Meyer and Paul Rudolphi put together projections following a timeline from FY2021 - FY2027. The projections showed an increase in expenses, and a decrease in revenue which created a large dip in the general fund balance in the coming years.

B. Budget Impact Items

1. Impact to Courts System - Public Act 101-0652

Judge Ackert, Charley Boonstra, Staci Stewart, Bob Thompson, Amy Johnson, and Shannon Langloss joined the meeting at 10:48 a.m., and explained that the following mandates will go into effect on January 1, 2023, in accordance with the Safety Act which also includes the Pre-Trial Fairness Act:

- Cash bond is eliminated - the act identifies certain offenses that are detainable and certain offences that are non-detainable
- Drug offences are non-detainable offenses - these individuals will be cited and released or released with pre-trial conditions
- Firearms offenses, sex offenses, and domestic or forcible felonies are detainable
- Weekend court is a likely possibility - this means the Courthouse would be open. Those required to be present would include Judges, clerks, court security, State's Attorney staff, Public Defender staff, and court reporters.
- Later in the process, body cams will be required which will likely increase FOIA and discovery requests and require additional time for Lee County personnel to review any information/evidence provided from the camera footage.
- With no cash bond, the County stands to lose roughly \$400,000 each year due to the changes in fines and fees
- This Act will require much more monitoring (ankle bracelets)
- Additional court dates will be required
- Trials are required to be conducted within 90 days verses 120 days

2. Maintenance Department Step Program

Tom Wilson explained that he approached Wendy with the idea of a step-program for the Maintenance Department, and she put the idea on paper. Wendy explained that the program was conceptual and a long-range plan. The program would include the following:

- Hiring and developing a skilled maintenance workforce able to perform necessary facilities maintenance functions
- Establish or enhance cross-training, job shadowing and job training programs focused on skills critical to the maintenance of Lee County facilities
- Plan/prepare for "hit by the bus" scenarios, succession planning

- Establish a clear plan to motivate employees to improve skills, acquire new competencies and knowledge to expand their current responsibilities and perhaps take on new ones. Increase workers' engagement.
- Hire and retain skilled employees
- Have a set salary range
- A department hierarchy would include a facilities director, a facilities manager, maintenance technicians I, II, and III, and custodial supervisor, custodial technicians I, II, III. Specific job descriptions

Wendy explained that if this concept is approved, the training line item and the possibility of one or two employees moving up to a higher level would be the main impact the budget for FY 2023. Any budget impact will be included in the Maintenance FY 2023 budget for approval. The committee was very much in favor of the project and wanted to see the concept moved forward through committees and County Board and budgeted for the impact during the FY2023 budget hearings.

3. Lee County Financial Officer

Jim Schielein explained that the County had been very fortunate in the last several years because of the more than sufficiently educated and qualified individuals in the Treasurer's Office that handle the County finances. Because the position of Treasurer is an elected position, it is possible in the future to have someone in the position that is elected due to popularity but may lack the education and qualifications necessary to successfully do the job. Having a Finance Officer within the Treasurer's Office would give the County the ability to manage the finances of the County coherently and consistently over time with the resources and ability to do what needed to be done. The primary purpose of this position is to plan, implement, manage and provide management oversight to the financial activities of the County. This person would be responsible for establishing and maintaining a proper system of accounting, payroll, financial reporting, budgetary control and confirming financial compliance with Board Policy, State and federal laws and regulations, and county grants. This position will not add to the employee "head count", but rather is a restructuring of the current Chief Deputy Treasurer position. This position would also serve as the Chief Deputy Treasurer

The committee recommended this concept be presented during the FY2023 budget process.

The Committee further discussed the role of the County Administrator specific to the Financial Officer, and in general. Discussions included the pro's and con's of a Deputy Administrator. The Committee strongly recommended we prepare well in advance for the transition to a new administrator, with a 6 month or greater training period. Wendy agreed to move forward with this concept and prepare a budget proposal for FY 2023.

C. ARPA - Update

Sara Leisner gave the committee an overview of the ARPA funding.

- \$6,622,748 have been allocated
- \$2,043,067 have been approved
- \$1,278,253 are unapproved
- \$3,301.428 is remaining. \$2,000,000 of which has been set aside in reserves for 2023 and 2024

1. Small Business Requests

Sara also reported that to date, fifty (50) applications had been submitted in Small Business requests in the amount of \$954,313. Only \$500,000 had been allocated for the program. Below are the qualifications that each entity was required to meet and the recommendations for allocation of the funds that the ARPA staff was presenting:

Review:

- Verified ownership during Covid shut down
- Verified Eligibility
 - Small Business (verses non-profit)
 - Required to shut down per Governor's Oder

Recommendations:

- Remove non-profits and reallocate to Community Service allocation; cap at \$10,000
- Remove applicants not required to close per Governor's order
- Include rental requests; not required to shut down, but were under eviction moratorium
- Remove requests if applicant did not own business during Covid shut down (did not incur loss)
- Pro-rate remaining applications

2. Other Requests

No specific topics were discussed.

3. Abandoned Property Fund Request

The committee consensus was to fund the Abandoned Property Request in the amount of \$100,000.

- D. 2022 Board Rules and Procedures (changes)

1. Board Committee Reorganization

Chris Norberg explained that since the Claims Committee took over the review and approval of claims, the committee meeting times have been drastically reduced. This led to the concept that several committees could be combined into one meeting. The model structure that was presented did not account for the reduction in Board Members. No specific consensus was met, although all were in agreement of reducing the number of committees.

2. Biographical Information for individuals seeking appointment to by County Board

The committee discussed asking the various boards in the County to vet any individual seeking to be appointed prior to the resolutions being sent to the County for approval. The County would then require copies of the minutes (if applicable) from the meeting at which the discussion took place and the recommendation was made. Also being requested was a brief biography from the individual being recommended. Wendy Ryerson reported that she would put together a form for completion by both the board making the recommendation and the individual being considered for the appointment.

- E. Other Items

1. Cannabis Business Establishments in Lee County

Wendy Ryerson reported that in February of 2020 the Board took an active prohibition to any cannabis business establishments in Lee County. Currently there is an entity interested in purchasing property between Franklin Grove and Ashton to use for cannabis production and distribution. Zoning does not currently exist for this specific purpose. The consensus from the committee was to seriously consider zoning for this project.

- VI. Executive Session - 5 ILCS 120/2 (c)(1) Personnel

No executive session was required.

VII. Adjournment

Motion to adjourn at 12:59 p.m. Moved by Doug Farster. Second by Mike Koppien.

Motion passed unanimously by voice vote.