



**MINUTES WERE REVIEWED DURING THE JULY 11, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITHOUT REDACTION**

ADMINISTRATIVE SERVICES COMMITTEE (Executive Session) – July 6, 2021

Third Floor Boardroom, Old Lee County Courthouse – 8:00 a.m.
112 E Second St, Dixon, Illinois 61021

Executive Session meeting called to order at 8:47 a.m., by Chair Chris Norberg for the purpose of examining past executive session minutes 5 ILCS 120/2.06.

Members present: Chair Chris Norberg, Vice Chair Danielle Allen, Bill Palen, Jim Horstman, and Jack Skrogstad were present in person, Bob Gibler attended via Zoom video conferencing.

Members absent: None

Board Members, Department Heads, or Employees present: John Nicholson (County Board Vice Chairman), Charley Boonstra (State's Attorney) and Becky Brenner (Board Secretary) were all present in person.

The committee briefly discussed whether County Board minutes should be reviewed at the meetings. Chris Norberg will contact the County Clerk, Nancy Petersen, to verify.

Jim Horstman asked Charley Boonstra if he would look over the minutes and asterisk the minutes that would never be released because of the content. Charley agreed to do that and took a binder of the minutes with him to review.

After review, the committee agreed to partially release minutes from the May 13, 2021, executive session meeting and the full release of the minutes from the June 10, 2021, executive session meeting.

Motion to adjourn by Bill Palen:

Second by Jim Horstman. Motion carried unanimously by voice vote.

With no further business the meeting was adjourned at 8:58 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary



**MINUTES WERE REVIVED DURING THE JULY 11, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITHOUT REDACTION**

Finance Committee Budget Hearing Meeting (Executive Session) – Monday, August 2, 2021

Third Floor Boardroom, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Executive Session meeting called to order at 11:31 a.m. by Chair Arlan McClain for the purpose of discussing 5 ILCS 120/2 (c)(1) Personnel

Members present: Chair Arlan McClain, Vice Chair Jim Schielein, Doug Farster, Lirim Mimini, Tom Kitson, and Rick Humphrey.

Board Members, Department Heads, or County Employees present: Charley Boonstra (State's Attorney) and Paula Meyer (Treasurer).

The committee went into executive session to discuss forty-two (42) Lee County employees in regard to the minimum wage increase. Because the topic did not mention specific employees, Charley Boonstra stated that the topic did not qualify as an "Executive Session" exemption in the Open Meetings Act.

The committee agreed to discuss the matters in open session.

Motion to adjourn by Jim Schielein:

Second by Lirim Mimini. Motion carried unanimously by voice vote.

Meeting adjourned at 11:46 a.m.

Respectfully Submitted by,
Becky Brenner – Lee County Board Secretary



**MINUTES WERE REVIEWED DURING THE JULY 11, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH REDACTIONS**

Executive Committee Meeting (Executive Session) – Tuesday, November 30, 2021

Third Floor Boardroom, Old Lee County Courthouse – 11:00 a.m.
112 E Second St, Dixon, Illinois 61021

Executive Session meeting called to order at 11:42 a.m., by Chair Bob Olson for the purpose of discussing 5 ILCS 120/2 (c)(1) Employment Compensation

Member Roll Call: Chair Bob Olson, Vice Chair John Nicholson, Mike Koppien, Chris Norberg, Jim Schielein, and Doug Farster.

Members absent: None

Board Members, Department Heads and County Employees present: Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), [REDACTED] and Becky Brenner (Board Secretary).

Chris Norberg explained that [REDACTED] was requesting a raise from \$50,000 to \$60,000 per year. The current [REDACTED] budget is \$100,000. Chris and [REDACTED] felt that a [REDACTED] could be hired for \$40,000. The increase would be budget neutral. The committee felt the matter should be brought before the Finance Committee in executive session.

[REDACTED]

The committee discussed an increase in the [REDACTED] paid to [REDACTED] and [REDACTED]. Also discussed was the addition of a stipend [REDACTED] for his increasing roll in [REDACTED] and \$6,000 in administrative fees paid to County general from the [REDACTED] to cover work being done by the [REDACTED]

**Motion by Doug Farster come out of closed executive session:
Second by John Nicholson.**

Meeting was adjourned at 12:05 p.m.

Respectfully Submitted by,
Becky Brenner – County Board Secretary



**MINUTES WERE REVIEWED DURING THE JULY 11, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH REDACTIONS**

Finance Committee Meeting (Executive Session) – Thursday, December 16, 2021

Third Floor Boardroom, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Executive Session meeting called to order at 10:17 a.m. by Chair Jim Schielein for the purpose of discussing 5 ILCS 120/2 (c)(1) Employee Compensation and 5 ILCS 120/2 (c)(2) Collective Negotiating Matters.

Members present: Chair Jim Schielein, Vice Chair Arlan McClain, Doug Farster, Rick Humphrey, Tom Kitson, and Lirim Mimini.

Board Members, Department Heads, or County Employees present: Bob Olson (County Board Chairperson), John Nicholson (County Board Vice Chairperson), Mike Koppien, Tom Wilson, and Chris Norberg, (Board Members), Wendy Ryerson (Administrator), Charley Boonstra (State's Attorney), [REDACTED]

[REDACTED] and [REDACTED] were all present in person. Marilyn Shippert (Board Member) attended via Zoom video conferencing.

Wendy Ryerson reminded the committee of the recommendations coming out of the November 30, 2021, Special Executive Committee meeting. The Executive Committee recommended increasing the stipend being paid to the following members of the [REDACTED] as follows: \$20,000 for [REDACTED], \$12,000 for [REDACTED] and \$12,000 for [REDACTED]. It was also suggested that \$6,000 of the [REDACTED] be reimbursed to the County from [REDACTED] to cover time that she was putting towards the grant.

[REDACTED] explained that the [REDACTED] was down one employee. The existing employee is currently making \$50,000 and is requesting a \$10,000 increase (\$5,000 for a deputy bump and \$5,000 for taking the [REDACTED] [REDACTED]. The current [REDACTED] budget is \$100,000. [REDACTED] felt that a [REDACTED] could be hired for \$40,000, so the increase would be budget neutral.

[REDACTED]

**Motion by Tom Kitson to come out of executive session:
Second by Doug Farster.**

Meeting adjourned at 11:39 a.m.

Respectfully Submitted by,
Becky Brenner – Lee County Board Secretary



**MINUTES WERE REVIEWED DURING THE JULY 11, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH REDACTIONS**

ADMINISTRATIVE SERVICES COMMITTEE (Executive Session) – January 10, 2022

Third Floor Boardroom, Old Lee County Courthouse – 9:38 a.m.
112 E Second St, Dixon, Illinois 61021

Executive Session meeting called to order at 9:38 a.m., by Chair Chris Norberg for the purpose of examining past executive session minutes 5 ILCS 120/2.06.

Members present: Chair Chris Norberg, Vice Chair Danielle Allen, Jack Skrogstad, and Nancy Naylor were present in person, Bill Palen attended via Zoom video conferencing.

Members absent: None

Board Members, Department Heads, or Employees present: Chair Bob Olson, Charley Boonstra and Becky Brenner attended in person. Marilyn Shippert and Tom Wilson attended via Zoom video conferencing.

Charley Boonstra had previously reviewed all the Executive Session minutes held by the County and made recommendations regarding minutes that he thought could be released in full, released with redactions, and those that should not be released. The committee agreed with the recommendations made by the State's Attorney.

The minutes recommended for release with partial redactions included: 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 minutes recommended for full release included: 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.

Motion to come out of Executive Session at 9:41: **Moved** by Nancy Naylor. **Second** by Jack Skrogstad.

Respectfully submitted by:
Becky Brenner - Lee County Board Secretary