



Lee County Administrative Services Committee

Meeting Minutes

Lee County, Illinois

May 9, 2022 at 9:00 AM CDT

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

I. Call to Order

The meeting was called to order at 9:00 a.m., by Vice Chair Danielle Allen.

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

Katie White was absent. Chair Chris Norberg was present via Zoom video conferencing. All other members were present in person.

III. Meeting Attendees and Visitors

John Nicholson (County Board Vice Chairperson), Charley Boonstra (State's Attorney), Wendy Ryerson (County Administrator), Paula Meyer (Treasurer), Jennifer Boyd (Assessor), Nancy Petersen (County Clerk and Recorder), Paul Gorski (IT Administrator)(9:00-9:25), Chris Tennyson (Regional Superintendent, ROE #47), Jayme Hale (Assistant Director of Professional Development ROE #47)(9:00-9:12), and Becky Brenner (Board Secretary).

IV. Approval of the Minutes from the Previous Meeting - (May 9, 2022)

The May 9, 2022, minutes of the Lee County Administrative Services Committee Meeting were approved without modification.

V. Review of Claims Report Provided by the Claims Committee

The committee was provided a report of all the claims submitted and paid for from April 8, 2022 - May 5, 2022, from the County Clerk and Recorder, Treasurer, Regional Office of Education, County Board, IT, Assessor, GIS, and Veteran Assistance.

VI. Administrator and Department Head Reports

Chris Tennyson walked the committee through the ROE monthly report that he submitted. The full report will be included in the May 2022 County Board Agenda packet. Highlights from the report included:

- The Spring Superintendents Meeting on April 28, 2022
- Updates on the Nexus Program and Parents as Teachers First Years

As part of the employee spotlight program, Chris Tennyson introduced Jayme Hale. Jayme has worked for the Regional Office of Education for 21 years. She is instrumental in:

- Scheduling office training sessions
- Bus driver training and certification for all 24 school districts
- Social Media presence and website setup
- Inter-office guidance with IT issues

Nancy Petersen reported the following information from the County Clerk's Office:

- The one (1) objection case still pending in the election process has been dismissed
- Early voting for the primary starts May 19, 2022 and is from 8:15 a.m. - 4:15 p.m.
- June 28, 2022 is the date for the primary election

Jennifer Boyd reported the following information from the Assessment and GIS Offices:

- The Assessment Office is now fully staff and the two (2) new hires are doing well
- The GIS Office continues to interview for the GIS Technician position

Paula Meyer reported the following information from the Treasurer's Office:

- Taxes bills are being printed and will be mailed out on May 25, 2022

Paul Gorski reported the following information from the IT Department:

- The office is wrapping up a grant funded deployment of 28 new computer in the New Courts Building for the courts system along with new court docket displays
- Work continues on building out the new server room space in the New Courts Building which includes, server racking, electrical work and air conditioning
- IT will be working with the Maintenance Department later in the week as new HVAC units are installed at the Old Courthouse

Wendy Ryerson reported the following information coming out of the recent Department Head meeting:

- Employee spotlight of department employees during committee meetings
- Board Action Request Form protocol
- Requirement for agenda items to be approved by committee chairs prior to being added to agendas
- Upcoming training for CPR, AED, and First Aid certification
- Training for elected and appointed officials on the process of hiring, firing, and employee discipline recommended by CIRMA
- Updated insurance forms added to the County intranet page

VII. Old Business

A. Covid Policy / Update for April 2022

Danielle Allen reported that there were five (5) employees quarantined during the month of April for a total of twelve (12) days.

B. Ukraine Donation Discussion

This topic is being deferred for another month.

VIII. New Business

A. Resolution: Appointment of James M. Smith to the Lee County Board of Review

Motion to approve the appointment of James M. Smith to the Lee County Board of Review and move to the Executive Committee for consideration by the full County Board. **Moved** by Bill Palen. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

B. Resolution: Appointment of Judy Truckenbrod to the Farmland Assessment Review Committee

Motion to approve the appointment of Judy Truckenbrod to the Farmland Assessment Review Committee and move to the Executive Committee for consideration by the full County Board. **Moved** by Nancy Naylor. **Second** by Danielle Allen. **Motion** passed unanimously by voice vote.

C. Resolution: Appointment of James D. Schielein to the Farmland Assessment Review Committee

Motion to approve the appointment of James D. Schielein to the Farmland Assessment Review Committee and move to the Executive Committee for consideration by the full County Board. **Moved** by Nancy Naylor. **Second** by Danielle Allen. **Motion** passed unanimously by voice vote.

IX. Executive Session

No executive session was requested.

X. Adjournment

Motion to adjourn at 9:33 a.m. **Moved** by Nancy Naylor. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

The next meeting of the Administrative Services Committee is scheduled for 9:00 a.m., on Monday, June 13, 2022