



# Lee County Administrative Services Committee

## Meeting Minutes

Lee County, Illinois

Oct 11, 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 Chair Chris Norberg.

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

Bill Palen and Katie White were absent. Chris Norberg, Danielle Allen, and Nancy Naylor were present in person.

Also present: John Nicholson (County Board Vice Chair), Rick Humphrey and Keane Hudson (Board Members), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Jennifer Boyd (Assessor), Nancy Petersen (County Clerk and Recorder), Michele Hopp (Regional Office of Education), and Becky Brenner (Board Secretary) were all present in person.

### III. Public Attendees

There were no public attendees.

### IV. Approval of the Minutes from the Previous Meeting - (September 12, 2022)

Minutes from the September 12, 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:

- The office was currently in the process of wrapping up all the changes made during the year so they can be turned over for publishing on November 2, 2022.

#### B. GIS Department

##### 1. Report

Jennifer Boyd reported that Carman Bollman's (GIS Coordinator) last day was Friday, October 7, 2022. Sami Elarifi has stepped in as the interim GIS Coordinator.

VI. County Board

A. Report

During the last six (6) weeks new technology has been installed in the Boardroom including three (3) large TV monitors, touch screen controls and new wireless microphones.

VII. County Clerk's Office

A. Report

Nancy Petersen reported the following information from the Election Office:

- Early voting is underway at the Old Courthouse from 8:15 a.m. - 4:15 p.m., Monday - Friday.
- The Election Office in the Old Courthouse will be open on November 5, 2022, from 9:00 a.m. until noon for early voting.
- The vote by mail ballot process is keeping the Election Office very busy.

VIII. IT Department

A. Report

The IT Department submitted a written report that will be included in the October County Board Agenda packet.

IX. Treasurer's Office

A. Report

There was no report from the Treasurer's Office.

X. ROE

A. Report - October

Chris Tennyson emailed a copy of the ROE report to the Committee. Michelle Hopp reported the following information from the Regional Office of Education:

- Chris Tennyson was in Kansas picking up a therapy dog for the Center for Change.
- The office continues the process of conducting the health life safety building inspections.

XI. Veterans Assistance

A. Report

There was no report from Veterans Assistance.

XII. Unfinished Business

A. TEST of voting system

Wendy Ryerson walked the committee through a test vote using the OnBoard software. With the new Boardroom technology installed, it is the goal of the Board to start using electronic voting on all motions beginning with the December 2022 meetings.

XIII. New Business

No items under new business.

XIV. Executive Session

There was no request for an executive session.

XV. Adjournment

**Motion** to adjourn at 9:11 a.m. **Moved** by Danielle Allen. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

The next meeting of the Administrative Services Committee is scheduled for 9:00 a.m., Monday, November 14, 2022.