



UNAPPROVED

ADMINISTRATIVE SERVICES COMMITTEE – Monday, December 13, 2021

Third Floor Boardroom, Old Lee County Courthouse – 9:00 a.m.
112 E Second St, Dixon, Illinois 61021

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

Members present: Chair Chris Norberg, Bill Palen, Jack Skrogstad, Jim Horstman, and Nancy Naylor were present in person.

Members absent: Vice Chair Danielle Allen

Board Members, Department Heads, or Employees present: County Board Vice Chairperson (John Nicholson (9:00-9:50), Dave Bally (Board Member), Wendy Ryerson (Administrator), Charley Boonstra (State's Attorney), Nancy Petersen (County Clerk), Paul Gorski (IT Administrator)(9:00-9:12), Paula Meyer (Treasurer)(9:24-9:56), Dee Duffy (Zoning Administrator)(9:00-9:05), Alice Henkel (Renewable Energy Coordinator)(9:00-9:05), and Becky Brenner (Board Secretary) were all present in person. Rick Humphrey (Board Member) attended via Zoom (9:24-9:56)

Minutes from the November 2021 Administrative Services Committee meeting were approved without modification.

Review of Claims and Reports:

Motion by Bill Palen: To approve claims, from Clerk and Recorder, Treasurer, ROE, County Board, Supervisor of Assessments/GIS, IT, and Veterans.

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

Department Head Reports

Dee Duffy provided the committee members with copies of the Zoning Board of Appeals facts and finding from the South Dixon Solar hearings.

Paul Gorski explained that IT was working on purchasing tablets for the new OnBoard meeting software and deploying new tracking software for the Probation Department. He reported that the Infrastructure as a Service (IAAS) agreement approval item under new business was not ready to be moved forward but would be made available in a future meeting. This agreement would bundle upgraded leased hardware and include a multi-year service agreement with an outside vendor. Paul also explained that the Department has had over 1000 service ticket submitted since the beginning of March along with a list of 60 hard projects that need to be addressed.

Nancy Petersen reported that her office is very excited to go forward with the new claim's procedures and Claims Committee. She also explained that she had received notification that only four (4) districts would be affected by the redistricting lawsuits that had been filed and Lee County was not one of them. Nancy stated that petitions would be pulled on January 13, 2022.

Wendy Ryerson reported that Jennifer Boyd (Assessor) had touched based with her to let her know that this was the last week for the Board of Review assessment appeals, so the office was very busy, and she was down two (2) employees, so she would not be available to give a report. She also reported that the Paula Meyer (Treasurer) was busy preparing the first payroll of the fiscal year, and had nothing significant to report, so she would not be attending.

Wendy Ryerson reported that included in the Administrative Services Committee packet was a Resolution establishing a Claims Committee. This resolution would allow Board Members to delegate authority to the Claims Committee to pay claims and work with the Administrator and the Treasurer's Office to establish policies and procedures. She explained that there would be a second resolution naming the Claim's Committee members presented during the Executive Committee meeting. Wendy also explained that the

revised meeting schedules listed under New Business on the agenda would include the Claims Committee dates along with the budget process meeting dates. This would mean that individual meeting would not need to be posted to the newspaper at an additional charge. She also noted that she would like to launch the new OnBoard meeting software in January in small groups along with the new claims approval software.

There was no report from the Assessment Office, Treasurer's Office, or Veterans Assistance.

Old Business

Chris Norberg reported that there were four (4) employees within the County that were quarantined for a total of ten (10) days for COVID during November. Even though the County was experiencing a spike in COVID infections, he recommended leaving the County Covid Policy as is for now.

Nancy Petersen reported that the new election equipment would be delivered to the Election Office throughout the day.

New Business

Nancy Naylor explained that the County was statutorily required to set the compensation for Elected Officials 180 prior to the date they were scheduled to take office, December 5, 2022. The committee was presented with the resolution that was passed by Lee County in April of 2018, salary amounts that had already been set from neighboring counties, and a recommendation from UCCI as a guide for the discussion. Chris Norberg explained that a recommendation could be made to the Finance Committee from the Administrative Services Committee, but the final say would be determined by the Finance Committee. It was agreed that the salaries should be set after all the union negotiations were finalized.

Motion by Nancy Naylor: To table the Resolution: Compensation for Elected Officials until after all union negotiations were finalized.

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

The committee also discussed the potential increase in per diem for County Board Members, an increase in the salary for the County Board Chairperson, and a proposed salary for the Vice Chairperson. The committee felt that no increases should be given at this time.

Motion by Nancy Naylor: To table the Resolution: Compensation for County Board Members until the January meeting when a resolution could be presented opposing the increase.

Second by Jack Skrogstad: Motion carried unanimously by voice vote.

During the discussion regarding the Resolution: Establishing a Claims Committee topic on the agenda, Wendy Ryerson explained that the Claims Committee would meet twice a month. First on the Wednesday preceding committee week and again on the Wednesday prior to the County Board meeting. Chris Norberg explained that Department Heads would approve their own claims that were less than \$1,000. Claims from \$1,000 to \$2,500 would be approved by the Administrator and claims over \$2,500 would be approved by the Claims Committee. Any claim over \$30,000 would need to go out for bid. A detailed report from the departments that report to each committee would be provided to the committee for inspection along with a full report that would be provided at the monthly County Board meeting.

Motion by Bill Palen: To move the Resolution: Establishing a Claims Committee to the Executive Committee.

Second by Nancy Naylor: Motion carried unanimously by voice vote.

Motion by Bill Palen: To move Revised meeting dates (adding Claims Committee and Budget meetings) to the Executive Committee.

Second by Nancy Naylor: Motion carried unanimously by voice vote.

The Infrastructure as a Service (IAAS) Agreement item on the agenda was discussed under the Department Head reports and Paul Gorski reported that this item would be presented in a later meeting.

Chris Norberg walked the committee through the Employee Spotlight Program. The Administrative Committee will be tasked with selecting the winners on a quarterly basis and anyone could nominate a County Employee.

Motion to adjourn by Jack Skrogstad:

Second by Nancy Naylor. Motion carried unanimously by voice vote.

With no further business the meeting was adjourned at 9:56 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary