



# Lee County Administrative Services Committee

## Meeting Minutes

Lee County, Illinois

Feb 14, 2022 at 9:00 AM CST

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

### I. Call to Order

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

Katie White was absent. All other members were present in person.

### III. Meeting Attendees and Visitors

John Nicholson (County Board Vice Chair), Rick Humphrey (9:07-9:39) and Tom Wilson (Board Members), Charley Boonstra (State's Attorney), Chris Tennyson (ROE), Jennifer Boyd (Assessor), Paula Meyer (Treasurer), Nancy Petersen (County Clerk), Sara Leisner (ARPA Grant Coordinator)(9:00-9:25), Patty Rudolphi (ARPA Internal Control and Separation)(9:00-9:25), Paul Rudolphi (Chief Deputy in the Treasurer's Office, and ARPA Investment Strategist, Accounts Payable, and Staff Consultant)(9:00-9:25), Jonathan Henrikson (IT), and Becky Brenner (Board Secretary).

### IV. Approval of the Minutes from the Previous Meeting(s)

The January 10, 2022, Administrative Services Committee meeting minutes were approved without modification.

### V. Review of Claims Report Provided by the Claims Committee

The committee reviewed the claims that were submitted for payment from January 14, 2022 - February 10, 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

- Nancy Petersen:

1. Petitions are available in the Election Office for the general primary on June 28, 2022. Precinct maps can be found on the County website [leecountyil.com](http://leecountyil.com).

Petitions will be accepted in the Election Office from March 7, 2022-March 11,

2022, from 8:00 a.m., to 4:30 p.m., and on March 14, 2022, until 5:00 p.m. No petitions will be accepted prior to March 7, 2022.

2. New voter registrations cards were mailed out on February 3, 2022. The cards had a new look this year because they were printed by the new election equipment company.
  - Paula Meyer reported that the new claims process was working smoothly.
  - Chris Tennyson walked the committee through the ROE monthly report. The full comprehensive report will be included in the February 24, 2022, County Board agenda packet.
  - Jennifer Boyd walked the committee through the Assessor's monthly report. The full comprehensive report will be included in the February 24, 2022, County Board Agenda.
  - Jennifer Boyd walked the committee through the GIS monthly report. The full comprehensive report will be included in the February 24, 2022, County Board agenda packet.

## VII. Old Business

### A. Covid Policy / Update for January 2022

Chris Norberg reported that COVID quarantines spiked during January. There were 23 employees quarantined for a total of 114 days.

### B. County Board Compensation - Tabled in December 2021

## VIII. New Business

### A. American Rescue Plan Act - Final rule update on eligible categories / changes - Sara Leisner

Sara Leisner briefly walked the committee through the Treasury's Final Rule in connection to the American Rescue Plan Act. She focused mainly on the Revenue Loss Category. Sara explained that the Treasury gave the County the option to calculate revenue loss using two (2) different formulas or to take a standard allowance of up to \$10 million (or full award if total award is less than \$10 million). The benefit to the County in taking the standard allowance would be a major reduction in the amount of administrative reporting and tracking responsibilities. This option would not keep the funds from being distributed throughout the County to applicants or agencies. A narrative of the distribution of funds would still be required by the Treasury.

B. Resolution: Lee County Weed Control Superintendent

**Motion** to approve and move resolution appointing Terry Zinke as the Lee County Weed Control Superintendent to the Executive Committee. **Moved** by Danielle Allen. **Second** by Bill Palen. Motion passed unanimously by voice vote.

C. Zoning/Planning and County Board Meeting Per Diem Increase - Request from the January Finance Committee Meeting

The committee discussed increasing the per diem amounts for County Board members and the Zoning/Planning members. The Board Member per diem can only be changed every ten (10) years when the full County Board is up for reelection.

**Motion** to recommend to the Finance Committee - \$8,400 annually for the Chairperson, \$1,200 annually to the Vice Chairperson, and \$80 per meeting plus mileage for County Board members and members of Zoning/Planning. **Moved** by Danielle Allen. **Second** by Bill Palen. Motion passed unanimously by voice vote.

D. Sexual harassment, Freedom of Information Act, and Opening Meetings Act training

Chris Norberg explained that the 2022 sexual harassment training would need to be completed by all Lee County employees and Board Members. The training will be emailed out later in the year. He also explained that there would be a request sent to all Board Members through OnBoard to complete the OMA (Opening Meetings Act and FOIA (Freedom of Information Act) training even if the training had been completed previously. Completing the request through the new software would make tracking much easier.

E. Election Department update

Nancy Petersen covered this topic in her Department Head report.

IX. Executive Session

No executive session requested.

X. Adjournment

**Motion** to adjourn at 9:39 a.m. Moved by Nancy Naylor. **Second** by Danielle Allen.

**Motion** passed unanimously by voice vote.