



Lee County Administrative Services Committee

Meeting Minutes

Lee County, Illinois

Jul 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

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 attended in person.

III. Meeting Attendees and Visitors

Tom Kitson (Board Member)(9:15-9:22), Charley Boonstra (State's Attorney), Wendy Ryerson (County Administrator), Nancy Petersen (County Clerk and Recorder), Jennifer Boyd (Assessor), Carmen Bollman (GIS Coordinator), Sami Elarifi (GIS Tech), and Becky Brenner all attended in person.

IV. Approval of the Minutes from the Previous Meeting - (June 13, 2022)

The minutes from the June 13, 2022, 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 May 13, 2022 - June 9, 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

A. Regional Office of Education Report

Chris Tennyson was not able to attend the meeting but submitted a comprehensive report from the Regional Office of Education. The full report will be included in the June County Board Agenda Packet.

B. Assessment Office

Jennifer Boyd introduced Sami Elarifi to the committee. Sami has worked in the GIS Department for roughly six (6) weeks.

- He is a professional GIS Specialist with more than fifteen years of experience in implementing GIS technologies in the private and public sector, nationally and internationally, including Homeland Security, Water Recourses, Roads, Mining, and NGO's.
- He received his Bachelor of Science (B.Sc.) in Surveying Engineering from the University of Khartoum, Sudan and his Master of Science (M.Sc.) in Photogrammetry and Geoinformatics from Stuttgart University of Applied Sciences in Germany.
- Sami is very much a team player and due to his qualifications, was able to be productive from day one.

In addition the report she submitted to the committee, Jennifer Boyd reported the following information from the Assessors Office:

- The township books were submitted on June 15, 2022.
- The office is wrapping up their quadrennial township review of Ashton, Bradford, Nachusa, Franklin Grove, Amboy, Sublette, Lee Center, and May.
- The office continues to work on the multi-township redistricting requirements precipitated by results of the 2020 Census.

Carmen Bollman reported the following information from the GIS Department:

- The office worked with the City of Dixon to add sanitary mains to the Water Department web layer. They will also be adding manhole and storm drain layers.
- Sami is working to update a wall map for Dixon Rural Fire Department that will include street indexing.
- The office assisted with the 911 Motorola Software upgrade.
- Continue to work with CloudPoint to get ready for a new server.

Nancy Petersen reported the following information from the County Clerk and Records Office, which included the Election Office:

- The Primary Election had a 25.5% turnout (18.1% was early voters), which was the highest in the surrounding areas
- There were 21,612 total voters
- The voting results will be considered official on June 12, 2022

VII. Old Business

A. Covid Policy / Update for June 2022

Chris Norberg reported that there were five (5) employees quarantined during the month of June for a combined total of twenty-two (22) days.

VIII. New Business

A. 2022 Sexual Harassment Training

Chris Norberg explained that the 2022 Sexual Harassment Training would be sent out to Department Heads on September 1, 2022. The training is required by all Lee County employees. Board Members will also be asked to complete the training.

B. Committee Assignments / Restructuring

This topic was discussed at the June 29, 2022, Special Executive Committee Meeting. The creation of the Claims Committee has reduced the length of the committee meetings to the point that committees could easily be combined. The committee will be revisiting this topic for the next few months.

C. Board Rules and Procedures Updates

This topic will also be addressed in the next couple months due to the reduction in County Board Members from 24 to 20 effective December 1, 2022.

IX. Executive Session

A. 5 ILCS 120/2.06 to Examine Past Executive Session Minutes

Motion to enter into closed session at 9:18 a.m., for the purpose of 5 ILCS 120/2.06 to Examine Past Executive Session Minutes. **Moved** by Nancy Naylor. **Second** by Bill Palen. **Roll Call**: Chris Norberg, Danielle Allen, Bill Palen and Nancy Naylor.

Also present: Tom Kitson, Charley Boonstra, Wendy Ryerson and Becky Brenner.

Roll Call back in open session: Chris Norberg, Danielle Allen, Bill Palen and Nancy Naylor

Also present: Tom Kitson, Charley Boonstra, Wendy Ryerson and Becky Brenner.

Back in open session at 9:21 a.m.

Motion coming out of closed session: To accept and approve the recommendations provided by the State's Attorney regarding the release of past executive session minutes. **Moved** by Nancy Naylor. **Second** by Danielle Allen. **Motion** passed unanimously by voice vote.

The minutes that released are listed below and will be included in the July 2022 County Board agenda packet.

- Administrative Services Committee minutes from July 6, 2021

- Finance Committee minutes from August 2, 2021
- Executive Committee minutes from November 30, 2021 (partially redacted)
- Finance Committee minutes from December 16, 2021 (partially redacted)
- Administrative Services Committee minutes from January 10, 2022

X. Adjournment

Motion to adjourn at 9:22 a.m. **Moved** by Nancy Naylor. **Second** by Danielle Allen.
Motion passed unanimously by voice vote.

The next meeting of the Administrative Services Committee will be
9:00 a.m., on Monday, August 15, 2022