



Public Safety and Court Services Committee

Minutes

Lee County, Illinois

Jul 10, 2023 at 10:30 AM CDT

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

I. Call to Order

Meeting was called to order at 10:30 a.m., by Chair Mike Koppien.

II. Committee Member Roll Call: Chair Mike Koppien, Vice Chair Keane Hudson, Katie White, Angie Shippert, Michael Pearson

Katie White was absent. Mike Koppien, Keane Hudson, and Angie Shippert attended in person. Mike Pearson attended via Zoom video conferencing.

Also present: Dean Freil and Tom Kitson (Board Members), Charley Boonstra (State's Attorney), Jeff Hilden (Facilities Director), Amy Johnson (Circuit Clerk), Kevin Lalley (EMA Director), Nancy Petersen (County Clerk and Recorder), Wendy Ryerson (Administrator), Staci Stewart (Director of Probation and Court Services), Clay Whelan (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

III. Public Attendees

No members of the public were in attendance.

IV. Approval of the Minutes from the Previous Meeting - (June 12, 2023)

Minutes from the June 12, 2023, Public Safety and Court Services Committee were approved as presented without modification.

V. Animal Control

No one from Animal Control was in attendance.

VI. Circuit Clerk

Amy Johnson reported the following information from the Circuit Clerk's Office:

- The office will be submitting the final paperwork to the courts by the end of the week to meet the Court Technology Grant deadline.
- Amy explained that the office is in the beginning process of seeking out new case management software.

VII. Judges, Coroner, and Public Defender

No one attended on behalf of the Judges, Coroner, or Public Defender's Offices.

VIII. Emergency Management Agency

Kevin Lalley reported the following information from EMA:

- Assisted the City of Dixon during the Petunia Festival.

- Used the drone to assist the Sheriff's Office with a missing person investigation.
- Assisted the City of Freeport during the Tutty Baker Days.
- The office is coordinating with FEMA and SPA to make the EOC available as a business resource center to help those that were affected by the March 31st storms apply for low interest loans.

IX. Probation

Staci Stewart reported the following information from the Probation Department:

- Data conversion for the new case management software will take place on July 14th. Training on the new software will take place July 17th - the 19th.
- Staci also reported that the Dependent Children's Care Fund continues to fall deeper into the red. A budget adjustment will be made at the end of the fiscal year.

X. Sheriff

Clay Whelan reported the following information from the Sheriff's Office:

- The office just wrapped up their participation in the Petunia Festival and 4th of July festivities without any major issues.
- The office exhausted a great deal of investigative man hours from June 30th – July 5th due to a suspicious missing person investigation involving a female Uber driver. The individual was found safe on July 5th close to the same area.
- The Sheriff's Office has been asked to assign deputies to the 4H Fair for traffic and crowd control.

XI. State's Attorney

Charley Boonstra reported the following information from the State's Attorney's Office:

- Charley reported that the last month had been very busy. A great deal of cases had been closed out with strong sentences being handed down including nearly 30 felony cases.

A. Quarterly Update on the Collection of Unpaid Fines - State's Attorney

Charley reported that collections for the month of June was \$3,489.12. The total for the year thus far was \$38,953.53.

XII. Report of Abandoned Property Focus Group

Mike Koppien reported that work continues within the County to mitigate dangerous and abandoned buildings.

XIII. Unfinished Business

There were no topics on the agenda under unfinished business.

XIV. New Business

A. Lee County Safety Manual DRAFT Review 06.19.2023

Wendy Ryerson provided the committee with a brief historical summary regarding the Safety Manual that will be presented at the July County Board Meeting.

- In 2006 Lee County became one of the founding members of the Counties of Illinois Risk Management Agency (CIRMA). CIRMA is a member owned provider of property, liability, and workers' compensation coverage for county and other local governments in Illinois. CIRMA members were asked to create a local Safety Committee and adopt a Safety Manual with the goal of minimizing accidents.
- The first Lee County Safety Manual was adopted in 2009 and was revised in 2014. In 2016, CIRMA HR consultant Donna Rogers reviewed the County's Manual and made significant proposed changes.
- The most recent draft of the Safety Manual is based largely on Ms. Rogers' draft. Feedback was solicited from the Safety Committee and Department Heads. That feedback has now been incorporated into the Manual.

Motion to move the Lee County Safety Manual to the Executive Committee for inclusion on the July County Board agenda, pending approval by the State's Attorney's Office. **Moved** by Mike Pearson. **Second** by Angie Shippert. **Motion** passed unanimously by voice vote.

XV. **Executive Session**

There was no request for an Executive Session.

XVI. **Adjournment**

Motion to adjourn at 10:58 a.m. **Moved** by Keane Hudson. **Second** by Angie Shippert. **Motion** passed unanimously by voice vote.

The next Public Safety and Court Services Committee Meeting is scheduled for
10:30 a.m., Monday, August 14, 2023

Respectfully submitted by:
Becky Brenner - Board Secretary