



Lee County Administrative Services Committee

Meeting Minutes

Lee County, Illinois

Nov 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 Vice Chair Danielle Allen.

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

Chris Norberg and Katie White were absent. Danielle Allen and Nancy Naylor were present in person. Keane Hudson was asked to attend the meeting to provide a quorum.

Also present: Wendy Ryerson (Administrator), Paula Meyer (Treasurer), Nancy Petersen (County Clerk and Recorder), Chris Tennyson (Regional Superintendent of Schools), Kathy Grossman (Chief Deputy in the County Clerk's Office), and Becky Brenner (Board Secretary).

III. Public Attendees

There were no public visitors.

IV. Approval of the Minutes from the Previous Meeting - (October 11, 2022)

Minutes from the October 11, 2022, Lee County Administrative Services Committee meeting were approved as presented without modification.

V. Assessor's Office - GIS Department

A. Assessor's Office

B. GIS Department

1. Report

Jennifer Boyd was not able to attend the meeting. No reports were provided for the Assessor's Office or the GIS Department.

VI. County Board

A. Report

Wendy Ryerson reminded the committee that there would be a Truth in Taxation Hearing at 5:30 p.m., on Tuesday, November 22, 2022, prior to the 6:00 p.m., full County Board Meeting.

VII. County Clerk's Office

A. Report

Nancy Petersen introduced Kathy (K.J.) Grossman.

- Kathy has been employed by the County for 28 years. 9 years at the Health Department and 19 years in the Election Department.
- She is actively involved in the election/voting process, economic interest, and tax extension and serves as the Chief Deputy Clerk.

Nancy also reported the following information from the County Clerk's Office:

- The November 8th election was the second election using the new voting equipment.
- Early voting represented 17% of the votes cast
- Vote by mail ballots represented 12.9% of the votes cast
- Total voter turnout in 2022 was 56.8% versus 56.64% in 2019n

VIII. IT Department

A. Report

Paul Gorski was not able to attend the meeting but would be providing a report for the County Board agenda packet.

IX. Treasurer's Office

A. Report

Paula Meyer reported that she did not run for a second term and would be wrapping up her term at the end of November. She explained that she would be submitting a report to the Finance Committee that narrated the accomplishments, achievements, and progress made in the Treasurer's Office during the last four years. The committee and those in attendance expressed their gratitude for all of Paula's help and expertise during her term.

X. ROE

A. Report - November

Chris Tennyson walked the committee through the comprehensive report that he provided. The complete report will be included in the November County Board agenda.

XI. Veterans Assistance

A. Report

There was no report for Veterans Assistance.

XII. Unfinished Business

There were no items under unfinished business.

XIII. New Business

A. 2022-2023 Meeting Schedule - Discussion Only

1. County Board Meetings - Days and Evenings
2. County Board Meetings - All Evenings

Wendy Ryerson explained that the new meeting schedule would not be approved until the new Board was seated during the December 5, 2022, Reorganization Meeting. Once approved, the schedule would be posted to the County website and sent to the local newspaper for publishing. The new committee structure was decided earlier in the year, the times and dates of the meetings are yet to be approved.

XIV. Executive Session

There was no request for an executive session.

XV. Adjournment

Motion to adjourn at 9:25 a.m. **Moved** by Nancy Naylor. **Second** by Keane Hudson. **Motion** passed unanimously by voice vote.