

**Winnebago County Board**  
**Operations and Administrative Committee Meeting**  
County Administration Building  
404 Elm Street, Room 303  
Rockford, IL 61101

Thursday, November 20, 2025  
5:30 PM

**Present:**

Paul Arena, **Chairperson**  
Valerie Hanserd, **Vice Chairperson**  
John Butitta  
Joe Hoffman  
Christina Valdez

**Absent:**

Keith McDonald  
Michael Thompson

**Others Present:**

Patrick Thompson, County Administrator  
Steve Schultz, Chief Financial Officer  
Hope Edwards, Director, Purchasing (Staff Liaison)  
Lafakeria Reuter, State's Attorney's Office  
Chris Dornbush, Chief Operations Officer  
Dan Magers, Chief Information Officer  
Tom Lawson, Chief Deputy Circuit Clerk  
Lori Gummow, County Clerk  
Debbie Crozier, Director, Human Resources  
Rick Ciganek, Chief Deputy, WCSO  
Josh Liston, WCSO  
Shawn Franks, Director, Facilities  
Nicole Ticknor, Dep. Court Admin., 17th Judicial Circuit Court  
John Penney, County Board Member (Virtual)  
John Sweeney, County Board Member (arrived at 5:51 pm)  
Jeff Bailey, Alderman  
Jeanette Rowan, Gallagher  
Joe Clinton, Gallagher  
Steve Davis, Reagan Mass Transit  
Greg Gates, Reagan Mass Transit

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes –November 6, 2025
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first-come basis with sign-up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee, or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgment by the chair, please stand and state your name. Thank you.
- E. Resolution Awarding Renewal with Tokio Marine HCC for Stop-Loss Insurance Coverage on the Group Medical Plans
- F. Resolution Awarding Renewal Agreement with Arthur J. Gallagher for the Property and Casualty Coverage
- G. Resolution Awarding Purchase of Recorder's Office Remodel Using Fee Funds
- H. Resolution Awarding IT Ticketing and Patch Management 3 Year Renewal

- I. Ordinance Amending Section 62-242 (Claim Settlement Policies) of the Winnebago County Code of Ordinances
- J. Ordinance Amending Chapter 50, Article V, Division 3 of the Winnebago County Code of Ordinances to Regulate Noise in Unincorporated Winnebago County, Illinois
- K. Discussion Item: Regional Board of Education
- L. Update: Rural Transit
- M. Discussion Item: Raffle
- N. Other Matters
- O. Future Agenda Items
- P. Adjournment

Chairperson Arena called the meeting to order at 5:30 PM.

### **Roll Call**

Chairperson Arena, yes; Mr. Butitta, yes; Ms. Hanserd, yes; Mr. Hoffman, yes; Ms. Valdez, yes.

A quorum is present.

### **Approval of Minutes – November 6, 2025**

Chairperson Arena called for a motion to approve the minutes of November 6, 2025.

Motion: Mr. Hoffman. Second: Ms. Hanserd.

Chairperson Arena called for any discussion.

Chairperson Arena called for a vote to approve the minutes.

The motion was passed by a unanimous voice vote.

### **Public Comment**

Chairperson Arena omitted reading the Public Comment Section of the Agenda because no one was present to speak.

### **Resolution Awarding Renewal with Tokio Marine HCC for Stop-Loss Insurance Coverage on the Group Medical Plans**

Motion: Chairperson Arena. Second: Ms. Valdez.

Mr. Thompson explained that Items E., F., and I. are related to insurance. He introduced Ms. Rowan and Mr. Clinton, representatives of Gallagher, the County's insurance consultants. Ms. Crozier was present to answer questions. Mr. Thompson went over the details of the resolution. Mr. Thompson called for questions.

- A discussion followed.

Chairperson Arena called for any other questions.

Chairperson Arena called for a vote to approve the resolution.

The motion to approve the resolution was passed by a unanimous voice vote.

### **Resolution Awarding Renewal Agreement with Arthur J. Gallagher for the Property and Casualty Coverage**

Motion: Chairperson Arena. Second: Mr. Hoffman.

Mr. Thompson reviewed the resolution and called for any questions.

- A discussion followed.

Chairperson Arena called for any further discussion.

Chairperson Arena called for a vote to approve the resolution.

The motion to approve the resolution was passed by a unanimous voice vote.

### **Ordinance Amending Section 62-242 (Claim Settlement Policies) of the Winnebago County Code of Ordinances**

Motion: Chairperson Arena. Second: Ms. Valdez.

Mr. Thompson reviewed the ordinance. Mr. Clinton provided additional information.

- A discussion followed.

Motion: Chairperson Arena made the motion that on page 2 of the ordinance, paragraph 3, the last sentence, *The county administrator shall report to the finance committee or its successor committee, on a quarterly basis, the number and dollar amounts of any workers' compensation claims settled.*, be separated from paragraph 3 and be its own paragraph below it.

Second: Ms. Valdez and Mr. Butitta.

Chairperson Arena called for any discussion.

Chairperson Arena called for a vote to approve the amendment to the ordinance.

The motion to approve the amendment to the ordinance was passed by a unanimous voice vote.

Chairperson Arena called for any discussion on the ordinance as amended.

Chairperson Arena called for a vote to approve the ordinance as amended.

The motion to approve the ordinance as amended was passed by a unanimous voice vote.

### **Resolution Awarding Purchase of Recorder's Office Remodel Using Fee Funds**

Motion: Chairperson Arena. Second: Ms. Hanserd.

Mr. Thompson reviewed the resolution.

Chairperson Arena called for any discussion.

- A discussion followed.

Chairperson Arena called for any further discussion.

Chairperson Arena called for a vote to approve the resolution.

The motion to approve the resolution was passed by a unanimous voice vote.

### **Resolution Awarding IT Ticketing and Patch Management 3 Year Renewal**

Motion: Chairperson Arena. Second: Ms. Hanserd.

Mr. Thompson reviewed the resolution.

Chairperson Arena called for any questions or discussion.

Chairperson Arena called for a vote to approve the resolution.

The motion to approve the resolution was passed by a unanimous voice vote.

### **Ordinance Amending Chapter 50, Article V, Division 3 of the Winnebago County Code of Ordinances to Regulate Noise in Unincorporated Winnebago County, Illinois**

Motion: Chairperson Arena. Second: Ms. Hanserd and Ms. Valdez.

Mr. Thompson provided details about the ordinance. Mr. Penney, participating via Zoom, provided additional information.

- A discussion followed.

Motion: Chairperson Arena made the motion to amend the ordinance in Section 50-300 and in Section 50-301, where references currently to noise between 9:00 pm and 7:00 am, to read instead *10:00 pm to 7:00 am, Sunday through Thursday, and midnight to 7:00 am, Friday and Saturday.* Chairperson Arena corrected the motion not to include exemptions on holidays.

- A discussion followed.

Corrected Motion: In Section 50-300, paragraph (b), strike the words *between 9:00 pm and 7:00 am*, and in Section 50-301, Prohibited Noise, the last sentence, the hours of 9:00 pm to 7:00 am to read instead *10:00 pm and 7:00 am Sunday through Thursday, and midnight to 7:00 am Friday, Saturday and on state and federal holidays.*

Second: Ms. Valdez.

Chairperson Arena called for any discussion.

- A discussion followed.

Restated Motion: In Section 50-300, paragraph (b), strike the words *between 9:00 pm and 7:00 am*, and in Section 50-301, Prohibited Noise, the last sentence, the hours of 9:00 pm to 7:00 am to read instead *10:00 pm and 7:00 am Sunday through Thursday, and 11:59 pm and 7:00 am Friday and Saturday and on state and federal holidays*.

Chairperson Arena called for any discussion on the amendment.

Chairperson Arena called for a vote to approve the amendment.

The motion to approve the amendment was passed by a unanimous voice vote.

Chairperson Arena called for any discussion on the ordinance as amended.

Chairperson Arena called for a vote to approve the ordinance as amended.

The motion to approve the ordinance as amended was passed by a unanimous voice vote.

### **Discussion Item: Regional Board of Education**

The Operations & Administrative Committee was asked to follow up on an issue based on a board presentation. Ms. Reuter reviewed the comments of a public speaker made during the September 25, 2025, County Board meeting. Ms. Reuter reviewed the School Code regarding Winnebago County's authority over the Regional Board of Education.

- A discussion followed.

Mr. Thompson was asked to review the School Code to ensure compliance and draft a formal policy for review. A request will be made to obtain the most recent audit from the Regional Board of Education.

Chairperson Arena called for any comments or suggestions.

Chairperson Arena asked Mr. Thompson to return to the committee with a recommendation within the next couple of months.

### **Update: Rural Transit**

Mr. Gates and Mr. Davis provided an update from the Reagan Mass Transit District rural transit program. Committee members were directed to the report included in the committee packet.

- A discussion followed.

### **Discussion Item: Raffle**

Mr. Dornbush provided an update on outreach to six surrounding counties regarding the Raffle license, including Boone, DeKalb, Kane, McHenry, Peoria, and Stephenson. Plans are to move forward to present information to the committee soon to streamline the process.

### **Other Matters**

None reported.

### **Future Agenda Items**

None reported.

### **Motion to Adjourn**

Chairperson Arena called for a motion to adjourn the meeting.

Motion: Ms. Hanserd. Second: Mr. Butitta.

A unanimous voice vote passed the motion to adjourn.

The meeting was adjourned at 6:52 PM.

Respectfully submitted,

Nancy Bleile  
Executive Assistant