

**MANAGEMENT SERVICES COMMITTEE**  
**McHenry County Administration Building**  
**667 Ware Road**  
**Woodstock, IL 60098**

MINUTES OF TUESDAY, MARCH 14, 2006

Chairman Kate called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Ann Kate, Chairman; Mary Lou Zierer; Pete Merkel; Tina Hill; Marc Munaretto and Richard Klasen. Jim Heisler was absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Perry Moy, County Board Member; Cathy Link, Purchasing; John Hadley, Building Operations; Michelle Courier, State's Attorney; and interested public.

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| Ann Kate, Chairman |                 |
| Tina Hill          | Jim Heisler     |
| Rick Klasen        | Pete Merkel     |
| Marc Munaretto     | Mary Lou Zierer |

MINUTE APPROVAL

Committee members reviewed the minutes of February 28, 2006. A typographical error was noted. Ms. Hill made a motion, seconded by Mr. Klasen to recommend approval of the minutes as corrected. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

*Resolution authorizing a budget line item transfer in the Risk Management FY04-05 budget:* Committee members reviewed a Resolution authorizing a budget line item transfer in the Risk Management FY04-05 budget. Mr. Sarbaugh reported that this is a year end booking entry. As of November 30, 2005 a total amount of \$23,730.00 was owed to the Risk Management Fund from the various School Districts within the County for the cost of legal services provided by the County on the Impact Fee/AHA lawsuit. The amount of the receivables booked each year fluctuates by the timing of when the billing on the lawsuit is presented to the County and on when the County actually invoices the school districts for their share, making it difficult to project property budget levels to record this annual transaction. The projected amount needing to be recorded for FY2005 exceeds the Risk Management FY2005 contractual budget by \$23,630. Ms. Hill made a motion, seconded by Mr. Klasen to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Munaretto, Zierer, Kate)

*Resolution authorizing the purchase of a Canatal IT Server Room HVAC System:* Committee members reviewed a Resolution authorizing the purchase of a Canatal IT Server Room HVAC System. Committee members were informed that the amount of the servers and their power requirement have increased making it necessary to increase the cooling capacity in the area. RFP's were sent out to 16 vendors with 4 responses. The original bids came in at \$78,000. A value analysis was completed to get this bid down to \$57,880. The funds are available within the IT budget to pay for this purchase. Mr. Munaretto made a motion, seconded by Mr. Klasen to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Munaretto, Zierer, Kate)

*Discussion of proposed Department name change for Building Operations:* Mr. Hadley joined committee members to suggest a department name change for Building Operations. He stated it is a customer service issue. Phone calls and the public are directed to his department when they actually want Planning and Development for building permits. He stated that Facilities Management is a more accurate name for his department. He stated that the cost to the department to make this change would be minimal. Committee members agreed and directed Mr. Hadley to bring forward a Resolution to the next committee meeting changing the official name of the Building Operations Department to Facilities Management Department.

*Discussion of request from Family Alliance, Inc. for Evacuation Agreement:* Mr. Labaj joined committee members to discuss a request received from Family Alliance for placement of their Senior Day Care members in case of a necessary evacuation of their facility. These are seniors who are in day care that cannot be left alone to take care of themselves. They would like space to be allocated in the judicial center or administration building to place the seniors should an emergency arise. Mr. Labaj stated an indemnify clause and hold harmless clause would be a necessary part of any contract. The time would only be for one day, if during an emergency they should need to evacuate their facility. Committee members stated concerns regarding navigation for frail Senior's within our buildings. Concern was also noted stating our facilities may have to evacuate in case of emergency during the same period of time. Committee members stated that it would be okay to research the possibility of a mutual aid agreement and bring it back to the Committee for review.

*Review of Emergency Action Plans:* Mr. Labaj informed reminded committee members that the Safety & Security Committee has been reviewing the Emergency Actions Plans of the County. Five plans have been reviewed to date which include the Fire Evacuation Plans, Severe Thunderstorm and Tornado Preparedness Plans, Calling 9+911, Emergency Closing for County of McHenry Facilities and the Employee First Aid Kit. Over the next three committee meetings the remaining plans will be reviewed. These plans include the Automatic External Defibrillator (AED) Procedures, Workplace Violence, Bomb Threat

(currently under review), Armed Subject plans, Employee Right to Know, Hazardous Material Incident, Commercial Drivers License Procedure (CDL), Hazardous Material Incident, Vehicle Operation Procedure, Identification Badges and the Space Heater Program. There are some differences between buildings. He noted that this is for your information only and will be brought back to committee for review.

EXECUTIVE SESSION

Mr. Klasen made a motion, seconded by Ms. Zierer to enter into executive session, at 8:43 a.m., to discuss probable and imminent litigation. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Zierer, Munaretto, Kate) Also present: Perry Moy, Peter Austin, John Labaj, Michelle Courier, States Attorney.

Ms. Hill made a motion, seconded by Mr. Klasen to return to regular session at 9:02a.m. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Zierer, Munaretto, Kate)

OLD BUSINESS

None

REPORTS TO COMMITTEE

*Cable Commission:* It was noted that there has been some small movement regarding this issue. The attorney has spoken to Comcast representatives. Comcast seems to be waiting on legislation regulations.

*EDC:* Mr. Munaretto stated that there was a large turnout to the EDC Dinner on the 9<sup>th</sup>. Over 300 people attended. Mr. Austin stated that a point of interest is that a member of the public has been presented various FOI requests regarding our contract and information regarding the EDC. He noted that the quarterly reports have not been presented in a timely manner but, could be because of other issues already on the County Board agendas. Chairman Koehler does not seem concerned regarding these quarterly reports.

*Art Work Sub-Committee:* The employee art show is scheduled for March 21<sup>st</sup>. A reception is scheduled for presentation of the prizes.

*Convention & Visitors Bureau:* The Website is up and running for those interested.

*Administrator:* Mr. Austin reported that the Strategic Plan is being worked on.

Ms. Hill reported that the McCOG website has been set up. Ms. Hill stated that she is an available representative, who attends the McCOG meetings if needed. It was noted that it is the Chairman that is required to attend as a voting member of the board.

Committee members questioned the paperless board. It was noted they are having a hard time opening items on the web. It was noted that the goal of the committee is to create a totally paperless board, but, there is a long way to go before this will happen. It was noted it will take a lot of training, but, in the long run will save money.

ADJOURNMENT

The meeting adjourned at 9:22 a.m. on a motion by Mr. Klasen, seconded by Mr. Munaretto, with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Recommend approval of a Resolution authorizing a budget line item transfer in the Risk Management FY04/05 budget  
Recommend approval of a Resolution authorizing the purchase of a Canatal IT Server Room HVAC System

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