

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

MINUTES OF THURSDAY, JUNE 27, 2006

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Tina Hill; Marc Munaretto; Barbara Wheeler; Pete Merkel and Richard Klasen. Jim Heisler arrived at 8:11a.m. Mary Lou Zierer arrived at 8:19a.m. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Bob Ellsworth and Barry Valentine, ESDA; Cathy Link, Purchasing; John Hadley, Facilities Management; Perry Moy, County Board Member; and the press.

Tina Hill, Chairman

Jim Heisler	Richard Klasen
Pete Merkel	Marc Munaretto
Barbara Wheeler	Mary Lou Zierer

MINUTE APPROVAL

Committee members reviewed the joint minutes of the Management Services and Public Health and Human Services Committee meeting of June 13, 2006. Mr. Klasen made a motion, seconded by Mr. Munaretto to recommend approval of the minutes as presented. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

PRESENTATION

None

Mr. Heisler arrived at 8:11a.m.

NEW BUSINESS

*GIS Update:* Mr. Austin reminded committee members of a letter of concern that each of the County Board Members received regarding the GIS Department back in late January early February. He stated that since that time he has met with Department Heads and staff from IT and the Assessors office to discuss where to go with a possible GIS department. The GIS department is currently located in the Assessors Office. It has been determined that everyone would be better served if the department was located under IT. He noted that they will be proposing, during the budget process, a new GIS department would be formed that would include 5 staff members from the Assessors department. These persons are currently and will continue to be paid from the GIS fund. The GIS department would be located in the empty IT space on the 2<sup>nd</sup> floor of the Administration building. Mr. Austin stated that cost estimates would be needed to address staffing issues as well as equipment and furniture. He stated that there are exciting changes taking place in GIS and over time the system will grow. He stated that they are working with the Health Department, Sheriff and Highway to discuss their needs for GIS.

Ms. Zierer arrived at 8:19a.m.

*County Administrator Evaluation:* Mr. Austin provided committee members with a page from his employment agreement that describes the process to evaluate the Administrator. He stated that he had given each of the board members an evaluation that they were to fill out and return. He stated they did not receive many responses to the evaluation. The few that were received told Mr. Austin that he needs to speak more clearly and loud and to keep the lines of communication open. He stated the evaluations said he should take the place of a devils advocate and keep his independence when dealing with the county board and the chairman. He stated that he feels he has grown in the past year with hopes to grow even further. A formal evaluation is needed regarding his performance over the past year. Chairman Hill stated it is this committee's responsibility to evaluate the Administrator and questioned committee members how they would like to handle this process. Committee members suggested that an executive session be held to discuss the evaluation with a formulized written report completed afterward. This report would go in the employee's file with a copy provided to the County Board members. Committee members noted that the evaluation guide could be used as a tool during the executive session. Mr. Merkel noted the need to formalize the evaluation process and suggested that the Legislative Committee be part of the process, since the Committee Chair's work closely with the Administrator. Committee members noted that it is this committee's responsibility to evaluate the Administrator, but, the Chairman of this committee should get feedback from the other Chairman to bring back for discussion during the executive session evaluation. Ms. Zierer stated that in years past, all of the elected officials and department heads were required to have a yearly review by their liaison committees and would like to see this process again. It was noted that the process, where the Administrator completes the evaluations of the Department Heads, and we should continue with the process. The Administrator stated that when he does his evaluations with the Department Heads, they have to note what the goals of the departments are and how they plan to accomplish their goals. They must also provide a guide of what steps they need to take to move forward on goals they have not completed. Committee members agreed to evaluate the Administrator during the next committee meeting, during executive session.

*Plans for use of Valley Hi property:* Mr. Austin stated that he has been approached by several groups who are interested in using the vacant house located on the Valley Hi Property. He questioned committee members regarding possible uses for the property. He stated that no formal decision has been made. The property cannot generate an income and therefore cannot be rented out. It was noted that at the time the plans for the property were being completed, the house was scheduled for demolition. Committee members stated they have also been approached by groups wanting to build on the property as well as use a portion of the nursing home after

moving into the new facility. Committee members stated that we should not make quick decisions regarding this property and it is important to first move the residents into the new facility and then move forward with the plans for archives and placement of a satellite office for IT. It was noted that the old facility will be used as part of the "Business Continuity Plan". Committee members agreed that further decisions can then be made after the completion of county business.

*Landscape Update:* Mr. Austin provided an update to committee members regarding landscaping for the County. He noted that during a recent Finance Committee meeting committee members stated that an ordinance was passed about 14 years ago regarding the use of indigenous plants when doing landscaping on County property. He noted they have been unable to locate this ordinance regarding these requirements. Since that meeting, an issue was raised regarding the use of plants surrounding the jail. Because of the concerns regarding security, they have elected to plant prairie grass around the correctional facility. Mr. Austin reported that a list of native plants is being reviewed for the landscaping at Valley Hi. A plant list was received from the Village of Algonquin as well. Committee members stated that we should consider the use of drought resistant perennials for use as well. Mr. Hadley reported that our current landscapers are evaluating what plants/trees around the Administration building are dead. He noted that he has some funds available for replacement of some of the trees. A bid would be sent out regarding the removal and replacement of the landscaping.

Committee members stated that at a previous meeting, they had requested a seal and flags be placed on guard desk in the Administration Building. They questioned whether this had been looked into and requested they report back to the committee regarding this issue.

#### EXECUTIVE SESSION

None

#### OLD BUSINESS

*Resolution authorizing an Emergency Evacuation Agreement with Family Alliance, Inc.:* Committee members reviewed a Resolution authorizing an Emergency Evacuation Agreement with Family Alliance, Inc. Mr. Labaj reminded committee members that this issue had been discussed at a previous meeting. Mr. Munaretto made a motion, seconded by Mr. Klasen recommending approval of the above Resolution as presented. Mr. Labaj stated that additional language was included in the agreement, with State's Attorney approval, should Family Alliance need to evacuate their facility. He noted the agreement includes the property indemnifications. Committee members questioned whether other groups may request this type of service as well. Mr. Labaj stated that the schools and nursing homes in the area already have evacuation plans and did not think this would be an issue. He noted that a detailed plan would be reviewed on a yearly basis. After discussion, the motion carried with all members voting yes on a roll call vote (Heisler, Klasen, Merkel, Munaretto, Wheeler, Zierer, Hill)

*Cell Phone Use Policy / County Owned or leased vehicle operation policy:* Mr. Labaj joined committee members for a discussion regarding a possible Cell Phone Use Policy and County Owned or leased vehicle operation policy. He noted that these are recommendations from the Safety Security Committee. He noted that some departments have an issue with these policies as part of their job includes the use of cell phones, while in a vehicle. He noted that these policies would affect approximately 170 vehicles. Some of these vehicles would include individuals who use their own vehicle while doing county business. He noted that a big issue would be enforcement of the policy. He noted that if these policies are adopted, he would have to have some dialogue with each of the departments where a vehicle is being used for county business. Committee members stated these should be internal policies of each department and could be adopted as a part of the office "suggested procedures". They noted that direction for these policies should come from the Safety & Security Committee and that the Committee should strongly encourage their employees to follow the policies. Committee members questioned whether employees are required to attend a defensive driving course. They were informed that that is a requirement of the County and the course is required. Mr. Labaj stated he has great cooperation from the departments regarding this issue. He noted he would discuss these issues in the Safety Security meeting.

Committee members suggested that the committee meeting times for the Management Services Committee be moved to Monday. They noted that the meeting times always seem to run together. He noted that either Finance gets cut short or Management Services Committee ends early to accommodate the needs of the other committee. Committee members agreed to discuss this at the next committee meeting.

#### REPORTS TO COMMITTEE

*Administrator's Report:* None

*Art Work Sub-Committee:* None

*Cable Commission:* A one year agreement has been reached. Additional legislation is expected and could impact any future agreement.

*Convention & Visitors Bureau:* Mr. Munaretto reported that a packet from the CVB has been placed in the County Board members boxes. He stated that the bureau has a lot of "cool" things going on. He stated the web site is live and ready for use. He stated the CVB has a solid set of executive directors and have accomplished a lot in the short time they have been in effect. They have determined that since its implementation, tourism dollars in the County has increased from \$159 million to \$172 million. With several wineries on the horizon, it is hopeful that these dollars increase even more.

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*Council of Governments:* McCog met with our area legislators to tell them what is going on with McCog and what they are planning.

*EDC:* Mr. Munaretto stated that the Strategic planning will take place in August.

Mr. Austin stated that he received a letter regarding the preliminary analysis of the survey and public forum for Imagine McHenry County. He stated results are expected by the end of July. They will review the results and formulate a strategy for communicating to the various planning jurisdictions in the county.

*Future Topics:* Committee meeting dates, long term campus plan, framework of RFP for a campus plan, and the Valley Hi campus plan and soil issues.

Mr. Hadley stated that he has a few issues that he would like placed on the next agenda. He stated he would like to discuss a Content Management Plan, Parking Plan for the Government Center and a signage plan, to update the directional signs and the possible financing for performance contracting.

ADJOURNMENT

The meeting adjourned at 9:25 a.m. on a motion by Mr. Merkel, seconded by Mr. Klasen, with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Recommend approval of Resolution authorizing an Emergency Evacuation Agreement with Family Alliance, Inc.

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