

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

MINUTES OF TUESDAY, AUGUST 22, 2006

Chairman Hill called the Management Services Committee meeting to order at 8:11 a.m. The following members present: Tina Hill, Chairman; Mary Lou Zierer; Barbara Wheeler; Jim Heisler; Marc Munaretto and Richard Klasen. Pete Merkel arrived at 8:15a.m. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Tom Sullivan, IT; Cathy Link, Purchasing; Nicole Gattuso, GIS Manager; Phyllis Walters, Marilyn Koeller, Deb Merrill, Recorder; Perry Moy, Marie Chmiel, John Hammerand and Ann Gilman, County Board Members; Bill LeFew and Glenda Miller, Treasurer; and interested public.

Tina Hill, Chairman

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

MINUTE APPROVAL

Committee members reviewed the minutes of the Management Services Committee meeting of August 8, 2006. Mr. Munaretto made a motion, seconded by Ms. Wheeler to recommend approval of the committee minutes from August 8, 2006 as presented. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

FY06/07 Budget Review – Facility Management: Committee members reviewed the proposed budget for Facilities Management. Some changes to their budget were reviewed with committee members. Mr. Sarbaugh stated that the proposed increase for utilities will not compete with the department's supplemental requests. The good news is that the electric costs were estimated for a 30% increase and we have received word that the costs would increase by 8%. The additional costs that the department would incur for the new Animal Control Facility have not been included in the proposed budget. Supplemental requests of the department were reviewed by the committee. Mr. Sarbaugh noted that the expenses the Facility Management Department incurs for Valley Hi and the Highway Department are taken from these departments enterprise funds.

Information Technology: Committee members reviewed the proposed budget with Mr. Sullivan and Mr. Sarbaugh for the Information Technology Department. Committee members questioned whether any of the expenses for the new Animal Control Facility has been included in the proposed budget. Committee members were told that there is not an increase noted but, they expect the facility to be ready to occupy by next August. Committee members noted that there would be 3 to 4 months exposure to the budget that would need to be accounted for. Mr. Sullivan highlighted the supplemental requests of the department. Mr. Austin stated that he would like to see the department hire a deputy director.

Purchasing: Committee members reviewed the proposed budget for the Purchasing Department. Mr. Sarbaugh noted that the department is requesting minor increases in their budget. He noted that committee members would see an increase in all of the personnel budgets which included merit increases. Ms. Link informed committee members that they are looking at ideas for changes in the mail room. It was noted that the location of the mail room may be changed as well as the department that oversees them. Mr. Austin noted they would like to move the mail room out of the jail area and create a true receiving department. He noted they are currently unable to handle some of the deliveries being made. It was noted that the department is operating okay, but reorganization is needed. Some suggestions include relocation, reorganization, additional employees and possible changes to the delivery schedule.

Recorder: Committee members reviewed the proposed budget for the Recorder's office. Mr. Sarbaugh noted that committee members would be reviewing the budget for the general fund and automation budget of the department. Mr. Sarbaugh stated that the department has stayed within their operating budget. He noted a small request for personnel within the department. He also stated that they need to have a discussion with committee members regarding the Recorders' Automation Fund. He stated that when the County had budget issues, the Recorder allowed a portion of fees within the department (obtained from subscription/copy fees) that was used to increase some funds that were below recommended levels for the County. The Recorder is now requesting these funds be placed into the automation fund to make this fund healthier. It was noted that the Recorder uses the automation fund to purchase needed equipment for the department. Because of these purchases, the fund has been decreased. It was noted that if the Recorder takes back the use of these funds, another department may not get a supplemental request. Committee members questioned Mr. Sarbaugh how this policy change would affect the General Fund budget. He noted he would bring back this information to committee for further review.

Resolution authorizing settlement of Workers' Compensation Claim #03-3200-17 and #05-3200-10 and Resolution authorizing settlement of Workers' Compensation Claim #05-3210-20: Committee members reviewed a Resolution authorizing settlement of Workers' Compensation Claim #03-3200-17 and Claim #05-3200-10 and a Resolution authorizing settlement of Workers' Compensation Claim #05-3210-20. Mr. Munaretto made a motion, seconded by Mr. Klasen to recommend approval of both of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Heisler, Klasen, Merkel, Munaretto, Wheeler, Zierer and Hill) Mr. Labaj informed committee members that after the settlement of these above claims, the

County will have 17 remaining open claims. He noted they are trying to arrange for settlement as soon as possible for all outstanding workers' compensation cases. It was noted that the department is requesting a small supplemental and if these funds are returned to the department, they would absorb the total costs of the supplemental requests.

Resolution authorizing emergency appropriations in the Facilities Management Photo Copying – Contractual FY05/06 budget: Committee members reviewed a Resolution authorizing an emergency appropriation in the Facilities Management FY05/06 budget. Committee members were reminded that in July the County Board approved a Resolution authorizing the Director of Purchasing and the County Treasurer to negotiate a three year Network Printer Replacement Lease/Purchase agreement, which the County opted for ownership of the printers at the end of the lease. The County now needs to replace the aging network printer fleet and at the same time consider upgrading the equipment to allow for scanning capabilities in a majority of County Departments for document management. The County has a five year copier lease agreement that is near the completion of the contract term, making it sensible to consider consolidating the Print/Copy/Scan environment on a standardized platform within a lease structure with built in services and supplies. The Director of Information Technology and Director of Facilities Management are now requesting an emergency appropriation in the FY06 budget of \$36,000 to OCA 160001-4210 to begin the transition. They are also requesting that the budget and responsibility for maintaining a consolidated Print/Copy/Scan environment be transferred to the Information Technology Department, during the Fy07 budget process. The responsibility of future budgets and maintenance on the consolidated Print/Copy/Scan environment be transferred to the Information Technology Department from the Management Facilities Department effective December 1, 2006, the beginning of the County's new fiscal year. Mr. Munaretto made a motion, seconded by Mr. Merkel to recommend approval of the above Resolution. Committee members noted that they would like to see the cost of the above emergency appropriation to come from the contingency fund instead of the utilization of fund balance. It was noted that the change to the Resolution could be made during the Finance Committee meeting. The motion carried with all members present voting aye. (Heisler, Klasen, Merkel, Munaretto, Wheeler, Zierer and Hill)

Resolution authorizing a lease agreement with Avaya Leasing for Telephony Solution Upgrade: Committee members reviewed a Resolution authorizing a lease agreement with Avaya Leasing for Telephony Solution Upgrade. Mr. Sullivan noted that the County last upgraded its telephony equipment in Fy01. This lease would incorporate a new telephone switch for the new Valley Hi facility as well as an upgrade to the current telephony solution. This solution integrates the new Valley Hi facility into the overall County telephony solution yielding the benefits enjoyed by other County Departments. According to the Generally Accepted Accounting Principles, the purchase price of this equipment must be recorded as an expense against the budget in the year the equipment is received. These financial details are not known at this time as we are currently in negotiations. We know that the total cost will not exceed \$640,000. Ms. Zierer made a motion, seconded by Mr. Munaretto to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Heisler, Klasen, Merkel, Munaretto, Wheeler, Zierer and Hill) Committee members were informed that the current switch being used at the current animal control facility will be moved into the new animal control facility.

Resolution authorizing the creation of a GIS Department and a change in the reporting of GIS from the County Assessor's Department to the Information Technology Department: Committee members reviewed a Resolution authorizing the creation of a GIS Department and a change in the reporting of GIS from the County Assessor's Department to the Information Technology Department. Mr. Austin reminded committee members that this move was discussed during the previous committee meeting. Mr. Klasen made a motion, seconded by Mr. Heisler to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye.

Update on Performance Contracting: This will be left on the committee's agenda for future discussion. Mr. Austin noted this has been sent out for bid and should be brought back to committee the first week in September.

Update on Electrical Deregulation: This has been sent out for bid.

OLD BUSINESS

Site Analysis Update: This has been sent out for bid.

Animal Control Facility Update: Committee members were informed that the RFP would be completed and sent out in the near future.

County Administrator – Goals for 2006/2007: Mr. Austin presented committee members with his goals for 2006/2007. Chairman Hill requested committee members review these goals for input and discussion at the next committee meeting. She stated she has not received any comments regarding his goals and requested committee members review this for future discussion.

EXECUTIVE SESSION

None

REPORTS TO COMMITTEE

Administrator's Report: Mr. Austin noted that he has been spending a lot of time discussing the possible changes for the mail room as well as the move into Valley Hi. He has been gathering the required documents needed for the licensing of Valley Hi.

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A transition team is being implemented, and will be meeting weekly to discuss the future move. Tomorrow a pre-inspection by the State has been scheduled. The inspection should tell us what we will need to complete prior to the final inspection.

Artwork Sub-Committee: None

Cable Commission: None

Convention & Visitors Bureau: Mr. Munaretto reported that the CVB is now a year old and continues with their work to attract more businesses and municipalities to their group. They are continuing work on their strategic plan. Their web site had over 16,000 hits last month.

Council of Governments: Chairman Hill stated that at tomorrow evening's meeting they will discuss how to deal with the media.

EDC: Mr. Munaretto noted that Karen Patel is leaving the EDC. A search committee will be formed in the near future to look for a replacement. He noted that the EDC is looking for a manufacturing representative to work with the EDC to create a plan that would allow small manufacturers to pool their resources in order to obtain some Federal contracts.

Mr. Austin noted that the EDC has a proposal to study broadband in the County. The cost of this program would be \$30,000. He noted that he has been approached with a request for the County to pay for a portion of this project. This will be discussed at a future meeting.

FUTURE TOPICS

None

ADJOURNMENT

The meeting adjourned at 9:32 a.m. on a motion by Mr. Klasen, seconded by Mr. Heisler with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

- Recommend approval of Resolution authorizing settlement of Workers' Compensation Claim #03-3200-17 and #05-3200-10
- Recommend approval of a Resolution authorizing settlement of Workers' Compensation Claim #05-3210-20
- Recommend approval of a Resolution authorizing emergency appropriations in the Facilities Management Photo Copying Contractual FY05/06 budget
- Recommend approval of a Resolution authorizing a lease agreement with Avaya Leasing for Telephony Solution Update
- Recommend approval of a Resolution authorizing the creation of a GIS Department and a change in the reporting of GIS from the County Assessor's Department to the Information Technology Department

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